

## Introduction

Policies and procedures are essential to help a setting provide good quality provision that is compliant with the *Statutory Framework The Early Years Foundation Stage (EYFS)*. They do this by explaining to staff, volunteers, committee members and parents about the type of childcare we offer and what actions we take in practice to achieve this. The EYFS requires Harvey Bears Nursery and Pre-school to have written policies and procedures; and to provide staff with training at induction to ensure that they fully understand, and know how to implement the policies and procedures and to ensure that they are accessible and clearly explained to parents.

The EYFS outlines the learning and development, assessment and safeguarding and welfare requirements that all early years' providers on the Early Years Register must meet to ensure children learn and develop well and are kept safe and healthy.

Copies of the policies and procedures should be made available at all times, and be made available to all prospective parents, new parents, staff and committee. They should be included on the Harvey Bears website.

A meeting to adopt the policies should be held with the committee annually.

It should be explained to all parents, staff and committee that the policies contain the rules required for running the setting in a way which complies with the requirements of the EYFS and OFSTED registration and must be adhered to.

All staff, volunteers and committee members must be aware of the content of the policies and procedures and their role and responsibility in implementing them.

These policies and procedures are a working document and can be added to and changed as and when necessary.