10.13 Maintaining Policies and Procedures

Policy statement

We ensure all policies and procedures reflect the latest guidance from Ofsted, the Early Years Alliance, the EYFS, Local Safeguarding Board, and other stakeholders, and that policies can be amended quickly and easily with an appropriate audit trail.

We aim to:

- incorporate all guidance from Ofsted and other stakeholders within a reasonable time period of its issue;
- maintain an audit trail of all changes required to policy or procedure within the policy/procedure documentation, such that changes in versions can be quickly identified;
- use the Preschool Management Committee to sign-off only those changes that are deemed 'material', i.e. have a fundamental change to the operation of the Preschool.

Procedures

- Policies will be 'baselined' and signed off as correct as of 24th April 2018, reflecting all previous changes prior to this date as deemed appropriate by the Committee and Preschool Management.
- Minor amendments to policies after this date will be made by the Preschool Manager or Business Manager using version control to document:
    - o the changes made;
    - o the date the changes were made;
    - o a reason for why they were made;
    - o who made the change.
- For minor amendments, the version control number will increase by a ".1" increment, e.g. version 1.1 will go to 1.2.
- Notification of all minor amendments will be made at the next committee meeting for information only.
- Material amendments to policies after this date will be brought to the Preschool Committee for discussion purposes.
- Further to agreement by the Committee, the policy will be amended through version control as per all other amendments.
- For material amendments, the version control number will increase by a "1" increment, e.g. version 2.2 will go to version 3.0.
- Notification of material amendments will be communicated:
    - o to all staff, who will be required to confirm that they have read the latest version.
    - o to all parents & carers, via the website as necessary.
- All policies (except those relating to Staff) will be displayed on the website, and hardcopy versions will be stored in the setting.
- All safeguarding policies will be reviewed on an annual basis with all other policies updated every two years. In all cases they will be updated as required outside of this review cycle, when notification if received on an updated to the 'template' policies provided by the Local Authority or the Early Years Alliance. This cycle will commence with the 20/21 Academic year.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	P Eccleston	26th April 2018	October 2018
1.0	Reviewed - no changes	P Eccleston	19th October 2018	October 2020
1.1	Minor formatting changes and updated the time scale for reviewing policies	N Hanlon	13th April 2019	March 2020
2.0	Amended the frequency of the review process	N Hanlon	30th March 2020	March 2021
2.0	Reviewed – no changes	N Hanlon	8th March 2021	March 2023
2.0	Reviewed – no changes	N Hanlon	22nd March 2023	March 2025