



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 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/Co-Chair 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.
- Notification of all minor amendments will be made at the next committee meeting for information only. **Amendments to the Safeguarding and Child Protection policy, whether minor or more substantive, will be recorded in a spreadsheet with staff signatories to track dissemination.**
- 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 as per all other amendments.
- 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 is received on an update to the 'template' policies provided by the Local Authority or the Early Years Alliance. This cycle will commence with the 21/22 Academic year.

Baseline Version	19th October 2018		
Reviewed on:	Changes made:	Reviewed by:	Review date:
20 th October 2019	Minor formatting changes	Jacqui Avory Pre-school Manager	October 2020
4 th September 2020	Reviewed – no changes	Jacqui Avory Pre-school Manager	September 2021
1 st September 2021	No changes	Jacqui Avory Pre-school Manager	September 2022
1 st September 2022	Reviewed – no changes	Jacqui Avory Pre-school Manager	September 2023
2 nd September 2023	Reviewed – no changes	Jacqui Avory Pre-school Manager	September 2024
25 th April 2024	Reviewed – no changes	Jacqui Avory Pre-school Manager	April 2025
18 th April 2025	Reviewed - amendment to recording protocol for changes to Safeguarding Policy	Laura Hadley Pre-school Co-Chair	April 2026
April 2026	Reviewed – no changes	Sera Hagger Pre-school Administrator	April 2027