

## **PROCEDURE FOR REVIEWING POLICIES**

The written policies and procedures will be reviewed annually, and any changes or updates will be applied to the written documentation. These will then be updated on our website. The Director will be responsible for the review procedure, or for appointment a member of staff to review the documentation in discussion with the Management team.

Where new legislation or guidance is issued the relevant policies and procedures will be reviewed to ensure they stay in line with government policy immediately. Where any incident occurs that requires investigation and where the conclusions affect any of the policies and procedures these will be reviewed at the time of the incident. This may include a Health and Safety issue, safeguarding issue or complaints procedure, among others.

	<b>Policies to be updated</b>
<b>January</b>	1. Staffing Code of Conduct 2. Staff development and training 3. Staff disciplinary and grievance procedures
<b>February</b>	4. Students and volunteers 5. Mission Statement 6. Settling In
<b>March</b>	7. Arrivals and departures 8. Care, Learning and Play 9. Early Years Foundation Stage (EYFS)
<b>April</b>	10. Involving and consulting children 11. Physical environment 12. Equipment
<b>May</b>	13. Medical (Staff) 14. Health and safety 15. Risk assessment
<b>June</b>	16. Food and Drink 17. Site security 18. Fire safety
<b>July</b>	19. Visits and outings 20. Health, Illness and emergency 21. Hygiene
<b>August</b>	22. Infectious and communicable illnesses 23. Smoking, alcohol and drugs 24. Equalities
<b>September</b>	25. Behaviour management 26. Bullying 27. Suspensions and exclusions
<b>October</b>	28. Partnership with parents and carers 29. Uncollected children 30. Missing children
<b>November</b>	31. Complaints procedure 32. Safeguarding children and Every Child Matters 33. Documentation and information
<b>December</b>	34. Admissions and fees 35. Safe Recruitment Policy