

## Chavey Down Pre-School

### Policy and procedures implementation and Review Policy

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Alongside associated procedures, Implementation and review, this policy was adopted by Initial Steps Ltd.

#### Aim

We have one set of policies and procedures which are consistent across our early education and childcare provision and in line with the current EYFS requirements.

#### Objectives

We adhere to and implement operational policies and procedures by:

- ensuring that all members of staff are aware of their role and responsibility in policy and procedure implementation
- ensuring that members of staff are aware of the content of the policies and procedures through:
  - induction
  - line management and staff meetings and training events
  - contributing feedback to procedure review
  - use of relevant publications
- Staff are aware of their duty to adhere to the operational policies and procedures and how they contribute to a consistent approach throughout the organisation.

#### Legal references

Childcare Act (2006)

Education Act (2011)

**This policy was adopted by:** Kate Sillett

**Date:** 07<sup>th</sup> May 2026

**Date to be reviewed:** 07<sup>th</sup> May 2027

**Signed on behalf of the Provider:** *K. Sillett*

**Name of Signatory:** Kate Sillett

**Role of Signatory:** Director

#### Initial Steps Ltd

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