



## **Ducklings Childcare**

### **Policies & Procedures Rationale:**

Ducklings Childcare Ltd's policies and procedures aim to explicitly define structure and to materialise its philosophies and vision; they are defined guidelines to be followed and to be referred back to when necessary.

Nonetheless, it is paramount to understand that they are not exhaustive and there are implicit expectations of a *common sense* nature which may not be mentioned, but they are expected from all staff, students, parents and community in general.

In trying to organise the policies by sections, we aim to facilitate its reading flow, but it is important to understand that the area that each policy covers might be appropriate and common to other sections as well. Thus, they are to be understood within a flexible reasoning.

In order to keep these policies and procedures relevant, they are reviewed annually by management, or earlier if necessary.

The triggers for a new policy and/or procedures may include:

- Changes to the external operating environment;
- Changes to government policy or legislation;
- Review of the strategic directions of Ducklings Childcare Ltd;
- New initiatives within or across pedagogical/educational or management areas;
- Need for consistency across areas of service delivery.

These policies do not affect your statutory rights.

Careful consideration is given to the parents and carers who use this nursery and their input is vital to the organisation and development of it. Policy documents are always available for parents and carers to look at; comments, opinions and explanations are always received and given with interest and respect.

The Ducklings Childcare Ltd will notify Ofsted of any changes:

- in the address of the nursery, to the premises which may affect the space available to children and the quality of childcare available to them, in the name or address of the provider, or any of the providers other contact information or the person who is managing the early years provision.



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- Any proposal to change the hours during when childcare is provided; or to provide overnight care
- Any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children
- Where the early years provision is provided by a company, any change in the name or registered number of the company
- Where the early years provision is provided by a charity, any change in the name or registration number of the charity
- Where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual'
- Where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body

Where we are required to notify Ofsted about a change of person except for managers we will give Ofsted the new person's name, any former aliases, date of birth and home address. If we have a change of manager we will notify Ofsted that a new manager has been appointed. We will do so in advance if reasonably practicable. If it is not reasonably practicable we will do it within 14 days.