

**0.0 Implementation and review procedure**

Westbrook Little People have one set of policies and procedures which are consistent across our provision and in line with the current EYFS requirements.

* Policies and procedures are written and reviewed annually.
* Changes are only made to the policies and procedures by the committee in liaison with the setting manager where risk assessment has indicated that this is required.
* Policies and procedures are risk assessed and reviewed following any incident that is reportable under RIDDOR.
* Disciplinary action may be taken where individuals have disregarded policies and procedures.

**Familiarisation and implementation**

* It is the responsibility of every member of staff, volunteer and student within the setting to adhere to and always implement the policies and procedures.
* The setting manager offers advice and support to staff regarding procedure implementation.
* An overview of policies and procedures is included in induction for individual members of staff, with specific emphasis given to safeguarding and Health & Safety procedures.
* Members of staff must sign to say that they are aware of and will adhere to the current policies and procedures.
* Members of staff understand that they must refer to the procedures as they support all aspects of their work within the setting.
* Staff meetings and in-house training events are used as opportunities to focus on procedures as required, and to discuss their implementation.
* Following implementation of a procedure, such as emergency evacuation or other health and safety procedures, the setting manager will conduct a review as follows:
* did all members of staff follow the procedure?
* is further training required on any aspect of implementation?
* did the procedure fit the circumstance; does it need adapting or changing?

**Parents**

* Parents know how to access a full set of policies and procedures. Which can be found on Tapestry account of hard copies on the premises.