



01. Policies – A Guide for Staff and Committee

The policies are held in electronic format by the Committee Secretary and it is the Committee Secretary's responsibility to ensure that these Master documents are the accurate and up to date versions. The policies must not be split up and kept by different members of the Committee as this will lead to confusion. All policies contain the same ending paragraph concerning the adaptation of the policy to situations that may arise within the Pre-School.

The full set of policies is held in hard copy in the following places:

- Pre-School Reference file
- Pre-School Leader's file – MASTER COPY
- Committee Chairperson Copy (Electronic)
- Committee Secretary Copy (Electronic)
- Parent Copy (On Website). If parents require a hard copy they can request one from the Committee Secretary or Pre-School Leader. This information is detailed in the Starter booklet.

The Committee Chairperson, Committee Secretary and all staff need to be familiar with all the policies.

The Admissions and Administration Secretary needs to have copies of the Admissions policies and to be familiar with the contents.

All Staff need to read all the policies, and will be given their own electronic copy of the key policies as follows:

- Safeguarding Children (9 policies, Policies 19 to 27)
- Equality of Opportunity (3 policies, Policies 7 to 9)
- Health and Safety Policy (including all Appendices) (Policy 14)
- Evacuation of the Premises Procedure (Policy 11)
- Whistleblowing Policy (Policy 33)
- Disciplinary & Grievance Procedures
- Operational Plan
- Code of Conduct
- Staffing and Employment Policy – Staff Capability Procedure (Policy 33)

The Index of Policies is available within the electronic file.

Future Updates

It has been agreed that there should be a general policy review **once each academic year** usually during the summer term. The Pre-School Leader will keep any items that require review with the MASTER copy until the relevant time. The Operational Plan will also be reviewed in October for the purposes of inserting new Committee details.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment

will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Committee Chairperson)

This policy was reviewed as indicated below:

Date reviewed:	Reviewed by: