

Policy Review Policy

Statement

All policies should be reviewed over a two year rolling schedule by the staff team and the Committee and shared with the parents and carers. We aim for policies that are relevant to our practice and easy to read and follow.

Procedure

Time will be scheduled once a half term to review policies at staff meetings and training days.

Staff will be given a copy of the policies to be reviewed and asked to read them for clarity and relevance to the pre-school. They will then bring these notes to the meeting to discuss as a team.

The Pre-School Leader will then amend the policy if necessary and present it to the Committee before the next Committee meeting. The Committee will be asked for their opinion and amendments made as appropriate.

The Chair of the Management Committee and all the staff should sign the policy review sheet to say that they have read and understood the policy.

Policies should be updated on the pre-school website once reviewed policies for parents and carers to access.