

Chavey Down Pre-School



Policy and procedures implementation and Review Policy

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: 18th August 2025

Date to be reviewed: 18th August 2026

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

Name of Signatory: Kate Sillett

Role of Signatory: Director

Initial Steps Ltd

19 Whistley Close, Harmanswater, Bracknell, Berkshire, RG12 9LQ
Company No. 08892649