

ABC NURSERY POLICIES AND PROCEDURES

Adoption of Policies Procedure

- Any new policies will be written either by the nursery owner firstly, or in consultation with the management team.
- A draft copy of the new policy will be circulated firstly to the Nursery Manager and then at staff meetings for staff to read.
- The policy will be formally adopted at this staff meeting so all staff are informed that it has been discussed and agreed. Any additions and amendments will be made at this meeting as necessary.
- A final copy of the policy will be circulated to all staff and a copy made available to parents in the policy file displayed in the hall.
- The implementation of the new policy and any existing policies will be monitored by senior staff so that each new generation of staff and parents know what the nurseries are trying to do
- The policies will be reviewed on an annual basis or when necessary. This will be the responsibility of the nursery owner.
- Policies will be changed if information contained in them is out of date and/ or inaccurate. This may be prompted by Nursery Managers or staff. The nursery owner will up-date them accordingly.
- If policies are up-dated or changed in any way these will be circulated to staff at staff meetings – highlighting the changes so that these can be discussed and staff are then aware of any changes that have been made.
- Parents are made aware in the admission information of where the policy file is kept and that they are welcome to have a photocopy of any policies that they wish to read in more detail.
- New staff will be given time to read the policies on induction.
- Please note that although the term parent is used in the policies, this is also intended to cover primary carer, i.e. an adult who has legal responsibility for a child and where it may state parents it does acknowledge that there are one parent families and this may only refer to one parent in some cases.