



10.13 Maintaining Policies and Procedures

Policy statement

We ensure that all policies and procedures reflect the latest guidance from Ofsted and other stakeholders, and that policies can be amended quickly and easily with an appropriate audit trail.

We aim to:

- incorporate all guidance from Ofsted and other stakeholders within a reasonable time period of its issue;
- maintain an audit trail of all changes required to policy or procedure within the policy/procedure documentation, such that changes in versions can be quickly identified;
- use the Pre-School Management Committee to sign-off only those changes that are deemed 'material', i.e. have a fundamental change to the operation of the Pre-School.

Procedures

- Policies will be 'baselined' and signed off as correct as of 30th April 2018, reflecting all previous changes prior to this date as deemed appropriate by the Committee and Pre-School Management.
- Minor amendments to policies after this date will be made by the Pre-School Manager or Administrator using version control to document:
 - the changes made;
 - the date the changes were made;
 - a reason for why they were made.
 - Who made the change
- For minor amendments, the version control number will increase by a ".1" increment, e.g. version 1.1 will go to 1.2.
- Notification of all minor amendments will be made at the next committee meeting for information only.
- Material amendments to policies after this date will be brought to the Pre-School committee for discussion purposes.
- Further to agreement by the committee, the policy will be amended through version control as per all other amendments.
- For material amendments, the version control number will increase by a "1" increment, e.g. version 2.2 will go to version 3.0.
- Notification of material amendments will be communicated:
 - to all staff, who will be required to confirm that they have read the latest version.
 - to all parents & carers through the termly newsletters.
- All policies will be displayed on the website, and hardcopy versions will be stored in the setting.

- All policies will be reviews on a biennial basis, except for Safeguarding Policies which will be reviewed annually prior to the beginning of the academic year.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	16 th April 2018	November 2019