

Quality Improvement Framework

Section 8 – Policies and Procedures

Subsection: Policy Review

Guidance Notes	Reflective Questions	Resources	Your Evidence
<p>Policies and procedures must form an accurate reflection of your practice and ethos. They must be individual to your setting, (if you use templates from PACEY, NDNA etc. you must personalise them to suit your own establishment).</p> <p>They must be up to date with current legislation and practice. Lastly, they must be compliant with the regulations regarding GDPR – see privacy principles in QIP Section Policies and Procedures, Subsection: General Data Protection Regulation.</p> <p>It is good practice to consult with staff, parents and children when planning new policies and procedures, that way everyone takes ownership and they form a familiar part of your practice.</p> <p>Policies and procedures should be accessible to everyone, written in plain English and when relevant, in other languages.</p> <p>Review of policies and procedures</p> <p>Policies and procedures are working documents and should be updated when needed, e.g. if there is a change of legislation or employment law.</p> <p>They should be monitored regularly but reviewed annually.</p> <p>Please note:</p> <p>Childminders in England are not required under the EYFS to make written copies of policies and procedures. Although it is good practice to give a copy to assistants, parents and carers if the childminder has them.</p>	<ul style="list-style-type: none"> • Are your policies and procedures up to date and meet the requirements of the EYFS? • Are they personalised to suit your individual setting? • Are they inclusive and reflect the diversity of your provision? • Can parents and staff access them independently? • Have you checked to make sure they are compliant with GDPR regulations? • Do they reflect the views of all children, parents and staff? • When was the last time you referred to your policies and procedures? 	<p>Q Cards:</p> <p>Training:</p> <p>Useful Links:</p> <p>Early Years Alliance - policies and procedures</p> <p>Resources</p>	<p>Guidance note: Remember to date your evidence to allow you to revisit and review relevance.</p>