



Communicating our Policies and Procedures

These policies and procedures have been developed by the nursery Manager Emma Pate, alongside the staff and have been approved by our Governing body.

Communicating with staff

These policies and procedures are to be found in the following formats:

- **Paper copies - These are located in the nursery office.**
- **Google drive Access**

Staff inductions

Our staff Induction is used as an opportunity for staff to learn about roles, responsibilities and the detail of procedures, as stated in the EYFS (2017) (3.21 page 20).

As a minimum the emergency evacuation procedures, safeguarding, child protection, equalities and health and safety policies and procedures must be shared with staff at induction. This should involve a discussion of the implications of policies such as what will happen in the event of an accident or severe bad weather etc.

In this way, a regulatory framework is established from the outset. Staff are also given the opportunity to ask questions to ensure they fully understand a policy and procedure.

A full set of policies and procedures are kept in both paper format and copies are available on our shared google drive, our school life app and website.

Agency staff, Students and volunteers will also have access to them.

Existing staff

Policy updates are sometimes programmed into staff meetings and development days. When policies or procedures have been reviewed, the management team ensure staff are made aware and are given the opportunity to ask questions to ensure they fully understand any changes.

Communicating with parents

Parents are also informed about nursery policies and procedures via our family app or paper copies on site– this promotes our philosophy and underpins the service we offer and is a legal requirement of the EYFS.

We recognise this affects both their legal contract and personal relationship with us, and therefore is discussed during the registration process and available freely in the nursery app and on the website. Parents' views are often sought during reviews of policies and procedures and any changes are then communicated to parents through the most appropriate person, e.g. manager or key person, app or website or ant nursery events.

We feel we are responsive to the needs of your local community, which could include offering copies of policies and procedures in large print, Braille, alternative media sources (recordings) and languages other than English as necessary.