Leadership and Management
Let's Reflect – Policies & Procedures

Policies and procedures must form an accurate reflection of you practice and your shared vision. It is essential that managers and leaders implement a process that ensures they are up to date and reflect current legislation and practice. Policies and procedures should be viewed as working documents and should be monitored regularly and reviewed systematically e.g., when there is a change of legislation or employment law.

Policies and procedures should be accessible to everyone. To promote a sense of ownership and shared responsibility, it is advised that staff, parents, and children are consulted when creating/reviewing policies and procedures where possible. This ensures that staff are aware of expectations and feel empowered to shape and embed policies and procedures effectively. Content should be transparent and user friendly, minimising opportunities for misinterpretation. Managers and leaders should take time to appropriately monitor how effectively policies and procedures are implemented by staff. Any issues identified should be highlighted and addressed by those responsible.

Task

Consider the questions below and reflect on how you can further develop your policies and procedures:

- Are your policies and procedures up to date and do they reflect the requirements of the EYFS?
- Are they personalised to your provision? Your staffing? The community you serve etc?
- Are they inclusive? Do they reflect the diversity of your provision?
- Are your policies and procedures translated for those with EAL?
- Can parents and staff access them independently?
- How do you support parents and carers to understand your policies and procedures?
- How you checked to make sure that your policies and procedures are compliant with GDPR regulations?
- Do they reflect the views of children, parents, and staff? How do you seek their input? Is there more you could do?
- When was the last time you referred to your policies and procedures?
- How are new employees, volunteers and students introduced to the policies and procedures?

- Do you ensure all staff, volunteers and students understanding of them is appropriate? If so, how?
- Do managers and leaders monitor that policies and procedures are effectively implemented?
- When did you last review your policies and procedures?
- How frequently do you revisit this task?
- Are staff involved in writing and reviewing policies and procedures?
- Are your policies individual to your setting? If you use templates – do you personalise them effectively to represent your provision?
- Does your SEND policy and procedures reflect the requirements set out in the 0-25 SEND Code of Practice for early years providers?
- Do you link your SEND policy to other relevant policies, e.g. admissions, transitions?
- Does your policy explain the processes the setting undertake to ensure that the needs of all children with SEN are identified and reviewed through a graduated approach?
- Does the policy reflect inclusive principles and requirements of the Equality Act