



## **Monitoring and Implementation Policy**

All the policies are under constant review and are amended as and when necessary. All staff and students are required to read the policies. Parents and careers are made aware that they exist via regular newsletters and they will be available to view on the nursery website .

Some of the reasons that they may be amended are;

- New legislation
- As a result of discussion at staff meetings
- Better or more effective wording to cover a particular point
- Experience of an incident which identifies weakness within a policy
- Improved or extra training which highlights an area that needs updating.

All policies will be reviewed in conjunction with the nursery manager and senior staff, at least once a year. It is envisaged however, that policies will be updated throughout the year as the need arises.

Minor alterations will be included and the policy re-dated, but if major modification is needed and this means that a series of physical actions is required then this will be highlighted within the action plan. A timescale and evaluation can then be planned and can take place.

Each policy should contain details of the issues that concerns The Close Day Nursery and then should describe how that will be achieved.