

# **Maintenance Policy for Policies and Procedures**

## **Statement of intent**

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

### **Aims:**

1. We aim to incorporate all guidance from Ofsted and other stakeholders within a reasonable time period of its issue
2. We aim to 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.
3. We aim to use the Committee to sign-off only those changes that are deemed Material, i.e. have a fundamental change to the operation of the preschool.

### **Methods:**

1. Policies and procedures will be baselined and signed off as correct as of 31<sup>st</sup> December 2015, reflecting all previous changes prior to this date as deemed appropriate by the Committee and Preschool Management.
2. Minor amendments to policies/procedures after this date will be made in setting by the Preschool Management using version control to document changes made, date of change applied, and why they were made. Version control number will increase for minor amendments by a “.1” increment, e.g. version 1.1 will go to 1.2.
3. Material amendments, as defined above, to policies or procedures after this date will be brought to the Committee for discussion purposes but this will be at the discretion of the Preschool Management. Subsequent to agreement within the Committee, the policy/procedure will be amended through version control as per all other amendments. Version control number will increase for material amendments by a “1” increment, e.g. version 2.2 will go to version 3.0.
4. Notification of all changes will be made at the next committee meeting for information only. Notification of Material amendments will be made within the regular parent and staff communication newsletter.
5. All updated hardcopy versions of documentation will be stored in setting.

Version	Changes made	Author	Date
1.0	Baseline version	Phil C	29 <sup>th</sup> Sept 2015
1.0	Reviewed, no changes made	Lyn D	10 <sup>th</sup> Aug 2016
1.0	Reviewed, no changes made	Lyn D	2ndAug 2017
1.0	Reviewed, no changes made	Lyn	17thOct 2019
1.0	Reviewed, no changes made	Lyn	1 <sup>st</sup> April 2022