

Neston Pre-school Playgroup - POLICY REVIEW TIMETABLE - *Updated March 2017*

| Term | Months - approx | Policies to review | Reviewed 2015-2016 | Reviewed 2016-2017 | Reviewed 2017-2018 |
|-------------|------------------------|--|--|--|---------------------------|
| Term 1 | September / October | <ul style="list-style-type: none"> • E-Policy • Student Placement Policy • Key Person & Settling In Policy • Valuing Diversity & Promoting Equality Policy • Staffing, Employment & Induction Policy | <ul style="list-style-type: none"> ✓ Sept 2015 ✓ Sept 2015 ✓ Sept 2015 ✓ Sept 2015 ✓ Nov 2015 | <ul style="list-style-type: none"> ✓ Sept 2016 ✓ Sept 2016 ✓ Sept 2016 ✓ Sept 2016 ✓ Sept 2016 | |
| Term 2 | November/ December | <ul style="list-style-type: none"> • Confidentiality & Client Access to Records Policy • Achieving Positive Behaviour Policy • Nappy and Clothing Policy • Safeguarding Policy incl. escalation policy (6 monthly review) | <ul style="list-style-type: none"> ✓ Nov 2015 ✓ Nov 2015 ✓ Nov 2015 ✓ Nov 2015 | <ul style="list-style-type: none"> ✓ Nov 2016 ✓ Nov 2016 ✓ Nov 2016 ✓ Nov 2016 | |
| Term 3 | January / February | <ul style="list-style-type: none"> • Looked after Children Policy • Health & Safety Policy • Complaints Policy • Records Policy | <ul style="list-style-type: none"> ✓ Nov 2015 ✓ Jan 2016 ✓ Jan 2016 ✓ Jan 2016 | <ul style="list-style-type: none"> ✓ Jan 2017 ✓ Jan 2017 ✓ Jan 2017 ✓ Jan 2017 | |
| Term 4 | March / April | <ul style="list-style-type: none"> • Missing Child Policy • Supporting Children with Special Educational Needs & Disabilities (SEND) Policy • Food & Drink Policy • Partnership with Parents Policy • Admissions & Fees Policy | <ul style="list-style-type: none"> ✓ Jan 2016 ✓ March 2016 ✓ March 2016 ✓ March 2016 ✓ March 2016 | <ul style="list-style-type: none"> ✓ March 2017 ✓ March 2017 ✓ March 2017 ✓ March 2017 ✓ March 2017 | |
| Term 5 | April / May | <ul style="list-style-type: none"> • Code of Conduct Policy • Outdoor Play Policy • Emergency Closure Policy • Safeguarding Policy incl. escalation policy (6 monthly review) | <ul style="list-style-type: none"> ✓ May 2016 ✓ May 2016 ✓ May 2016 ✓ May 2016 | | |
| Term 6 | June / July | <ul style="list-style-type: none"> • Working in Partnership with other Agencies & Information Sharing Policy • Drug, Alcohol & No Smoking Policy • Uncollected Child Policy • Disciplinary & Grievance Procedures Policy | <ul style="list-style-type: none"> ✓ May 2016 ✓ Sept 2016 ✓ Sept 2016 ✓ Sept 2016 | | |