



Harvard Park Policies and Procedures:

Introduction

1. Introduction

Policies and procedures are essential to help us provide good quality provision that is compliant with the Statutory Framework for the Early Years Foundation Stage (EYFS). They do this by explaining to our staff and parents/carers about the type of childcare we offer, what actions we take in practice to achieve this, and all necessary steps taken to keep children safe and well, including by maintaining records, policies and procedures.

As working documents, policies and procedures govern all aspects of the setting's operations and are vital for consistency and quality assurance across our settings.

Policies describe the approach of operating as an organisation and incorporate current legislation and registration requirements. Procedures detail the methods by which the policies are implemented. Some may need adjustment following risk assessment carried out in the setting. These policies apply to all staff working in the setting. It takes into account statutory guidance provided by the Department of Education, Ofsted and local guidance issued by the Hounslow Safeguarding Children's Partnership. Staff, agency workers, volunteers, assistants and students need to fully understand and know how to implement the policies and procedures, which must also be accessible to parents/carers, so that everyone knows what actions they need to take in practice to achieve them.

Adopting, implementing and reviewing policies

- Copies of the policies and procedures to be adopted should be made available to all parents/carers and staff; giving everyone the opportunity to discuss and fully understand each policy and procedure.
- It should be explained to parents/carers, employees and volunteers that the policies contain the rules required for running the setting in a way which complies with the requirements of the EYFS and Ofsted registration and must be adhered to.
- All staff and volunteers should be aware of the content of the policies and procedures, and their role and responsibility in implementing them.
- Each policy and procedure should be continually monitored by collecting evidence about the results of their implementation. The evidence should be used to make any necessary changes to the policies and procedures and/or the way they are implemented.
- All staff and parents/carers should contribute to the evidence collected and share in decisions about any necessary changes.
- Named/designated persons in each setting have a delegated responsibility to make sure that relevant procedures are known by all members of staff and are adhered to, bringing any cause for concern to the setting manager's attention.

Setting managers adhere to and implement operational policies and procedures by:

- ensuring that all members of staff, agency workers, assistants, volunteers and students (hereon referred to collectively as staff), are aware of their role and responsibility in policy and procedure implementation. It is the responsibility of every member of staff, agency worker, volunteer, assistant and student (hereon referred to as staff for clarity) within the setting to adhere to and always implement the policies and procedures.
- ensuring that members of staff are aware of the content of the policies and procedures through:
 - induction
 - the management team, staff meetings and training events
 - contributing feedback to procedure review
 - use of relevant publications
- Staff are aware of their duty to adhere to the operational policies and procedures and how they contribute to a consistent approach throughout the organisation.
- The setting managers offer advice and support to staff regarding procedure implementation.
- An overview of policies and procedures is included in induction for individual members of staff, with specific emphasis given to safeguarding procedures.
- Members of staff must sign to say that they are aware of and will adhere to the current policies and procedures.
- Staff meetings and in-house training events are used as opportunities to focus on procedures as required, and to discuss their implementation.
- Where there is an outbreak of a communicable disease or infection, the relevant procedure is photocopied and displayed for parents/carers reference during the outbreak.
- Other procedures may be displayed where a situation arises, for example to highlight health and safety concerns such as closing the gate.

Parents/Carers

- Parents/carers know how to access a full set of policies and procedures.
- Parent/carer feedback forms and online communications are used as opportunities to explain and discuss the implementation of the policies and procedures.

As of April 2026:

Harvard Park's Managing Directors are:

Nicki Saunders and Tracey Milstead

Harvard Park's Day Nursery Manager is **Carol Mayell**

Harvard Park's Day Nursery Deputy Manager is **Elvia Acosta**

Harvard Park's Day Nursery Third in Charge is **Viviana Fashoda**

Harvard Park's Pre-School Manager is **Victoria Close**

Harvard Park's pre-school Deputy Manager is **Jeanna Smith**

These roles are referred to throughout the document. When referred, these are the named and designated persons.

This policy was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead