

# Communicating Your Policies and Procedures

## Communicating with staff

### *Staff inductions*

Induction must be used as an opportunity for staff to learn about roles, responsibilities and the detail of procedures, as stated in the EYFS (2017) (3.21 page 20). As a minimum the emergency evacuation procedures, safeguarding, child protection, equalities and health and safety policies and procedures must be shared with staff at induction. Using a robust induction system for all new staff, as laid out in the NDNA publications 'Your Essential Guide to Effective Inductions', 'Your Essential Guide to Recruitment and Selection' and 'Your Essential Guide to Leadership and Management', will ensure that all new recruits are introduced to and supported in understanding your policies and procedures.

Good practice suggests this should involve a discussion of the implications of policies such as what will happen in the event of an accident or severe bad weather etc. In this way, a regulatory framework is established from the outset. Staff should be given the opportunity to ask questions to ensure they fully understand a policy and procedure.

A full set of policies and procedures may be included in the staff handbook so they are easily available for staff.

Students and volunteers should also have an understanding of the policies and procedures and have access to copies of them.

### *Existing staff*

Using regular slots in staff meetings for policy and procedure review will include your staff in the review process and will help to get 'buy-in' from your staff. If they are included in the production of a procedure they are more likely to understand it and implement it.

Any changes made to policies and procedures need to be communicated to staff and they should be given the opportunity to ask questions to ensure they fully understand the change and can implement it.

## Communicating with parents

Parents should also be informed about nursery policies and procedures – this is the philosophy which underpins the service you offer and is a legal requirement of the EYFS. It affects both their legal contract and personal relationship with you, and should therefore be included in the nursery information pack, discussed during the registration process and available freely in the nursery, e.g. in a reception area or on the website. Parents' views should be sought during reviews of policies and procedures and any changes should be communicated to parents through the most appropriate person, e.g. manager or key person, notice boards, newsletters and parents' evenings.

You should be responsive to the needs of your local community, which could include offering copies of policies and procedures in large print, Braille, alternative media sources (recordings) and languages other than English as necessary.