



Bizzy Bees Pre-School CIO
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Charity Number: 1172751

Ofsted: EY556019

Policy creation, writing, adoption and updating policy

Bizzy Bees Pre-School aims to ensure we are working to best practice and complying with all the latest industry requirements and recommendations by ensuring our policies are reviewed as required and updated & implemented as needed.

Procedure

Bizzy Bees Pre-School uses the Early Years Alliance (EYA) as the main source but not exclusively for the policies for the setting. Policies obtained are tailored to suit the settings processes and procedures.

Policies are adopted by Bizzy Bees Management Committee during either routine Committee Meetings, Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). The name, version, date etc. of each policy adopted will be listed in the meeting minutes of that respective meeting. These meeting minutes will be signed by the chair of the committee, the date adopted and next date for review of the specific policy noted on the main policy folder's* index.

The final adopted policies are available in the Master Policies Folder* in the setting with selected policies available on the Bizzy Bees website.

Policies are reviewed and re-adopted at least every 2-3 years or as needed based on an updated version is made available by the EYA, changes to processes or the running of Bizzy Bees Pre-School.

Every policy will be version controlled to as follows 'Bizzy Bees Pre-School CIO_Name of Policy_Vx.0_DDMMYYYY', if the policy originated from the PSLA, 'PSLA Month Year' is noted in the footer.

Where the term 'Bizzy Bees Pre-School' or 'Bizzy Bees' is used throughout our policies this refers to 'Bizzy Bees Pre-School CIO'.