



## Policies and Procedures

Policies regulate and set the boundaries within which we operate. They also reflect the philosophy of our nursery.

### Procedures

Our procedures outline the series of steps that we use to accomplish specific tasks. All staff is required to follow these procedures. When we develop policies and procedures we consult with staff to get the most useful feedback. We update all policies and procedures regularly. They are then agreed and signed by the chair of the school governors.

### Why do we need them?

Agreed policies and procedures provide a framework in which decisions can be made. They help us to standardise clinical practice, test and improve our services, and achieve greater understanding and co-operation amongst our staff.

When you accept your place at Footsteps Nursery (including staff) you are also required to abide by our settings policies and procedures. A copy is available to view on site or if you wish you may request for your own copy to take home, please see the manager.

**I UNDERSTAND AND AGREE TO ABIDE BY ALL THE POLICIES AND PROCEDURES AT FOOTSTEPS NURSERY**

Print name.....

Sign.....

Date.....