

## **Monitoring/Updating of Policies**

Health and Social Care Standards:

*3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.*

*4.8 I am supported to give regular feedback on how I experience my care and support and the organisation uses learning from this to improve*

Stramash is committed to continuous improvement by effective monitoring and evaluation of the service, including the monitoring and review of the policy and procedure pack (including the Health and Safety Citation pack).

Policies will be regularly discussed throughout the organisation as part of Senior Team meetings, local team meetings, induction processes and general discussions. Policies will also feature as information points in some instances (ie Nappy changing policy in the nappy change area).

All policies and procedures will be reviewed annually across the organisation, on a rotating basis across the four nursery sites. This review will involve all staff and will consider feedback into the review. Wherever possible, this review will also include participation of families and children.

Policies will also be reviewed more regularly if given warrant to do so, including:

- New legislation or guidance;
- Feedback from official members (Care Inspectorate, Education Scotland);
- Complaint or comment;
- Change in practise.

Any amendments made to the policies will be confirmed by the Senior Management Team and then circulated throughout the organisation.

Stramash will archive previous versions of policies/procedures.