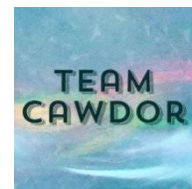
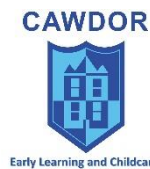


# Cawdor Primary School – Early Learning and Childcare (ELC) Policies and Guidance – March 2023



Included in the folder are the ELC specific policies that we have in Cawdor. We will also add policies that are shared across Cawdor Primary School to the folder as they are developed.

We have identified a review schedule for each of the ELC specific policies. These will be reviewed by the ELC team during the month that has been identified.

If the current policy remains fit for purpose, this should be signed and dated by each member of the ELC team.

If there are changes required to the policy, this should be noted on the policy so that the amendments can be made.

The month following the review at the team meeting, the team will identify any amendments that are required. These amendments will be made on the policy and the policy signed by each member of the ELC team.

The review schedule will be considered on an annual basis to include any new policies that have been added throughout the year, and remove any policies which are no longer required.

## **March 2023 review:**

Adele Mackenzie – Early Years Practitioner \_\_\_\_\_

Caroline Docherty – Early Years Practitioner \_\_\_\_\_

Fiona McAuley – ELC Support Worker \_\_\_\_\_

Gizelle Souter – ELC Support Worker \_\_\_\_\_

James Cook – Head Teacher \_\_\_\_\_

Jayne Babey – Breakfast Club Auxiliary \_\_\_\_\_

Stacey Glass – Early Years Practitioner \_\_\_\_\_

## Annual Policy/ Guidance Review – March 2023 – February 2024

Policy/ Guidance	Review Month	Tick - reviewed
Accident/ Incident	March 2023	
Animals in ELC	March 2023	
Confidentiality	April 2023	
Family Engagement	May 2023	
Medication	May 2023	
Comments and Complaints	June 2023	
Settling in	June 2023	
Additional Support Needs	August 2023	
Risk Assessment	August 2023	
Infection Prevention and Control	September 2023	
Intimate Care	October 2023	
Volunteering	November 2023	
Safeguarding	November 2023	
Educated out-with peer group	December 2023	
Mobile Devices	December 2023	
Promoting Positive Behaviour	January 2024	
School Meals and Special Diets	January 2024	
No Smoking	February 2024	
Transition	February 2024	