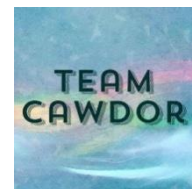


Cawdor Primary School – Early Learning and Childcare (ELC) Policies and Guidance – March 2025



Included in the folder are the ELC specific policies that we have in Cawdor. There are also policies shared with Cawdor Primary School.

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.

Policies may also be reviewed throughout the year through ongoing self-evaluation. When additional reviews have taken place throughout the year, the calendar review schedule will remain in place.

Through the review, policies will be read and signed by all members 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 2025 review:

Adele Mackenzie – Early Years Practitioner _____

Caroline Docherty – Early Years Practitioner _____

Fiona McAuley – ELC Support Worker _____

Gizelle Souter – ELC Support Worker _____

Helen Kelly – Early Years Practitioner _____

James Cook – Head Teacher _____

Jayne Babey – Breakfast Club Auxiliary _____

Mairi Laing – Early Years Practitioner _____

Stacey Glass – Early Years Practitioner _____

Annual Policy/ Guidance Review – March 2025 – February 2026

Policy/ Guidance	Review Month	Tick - reviewed
Accident/ Incident	March 2025	
Animals in ELC	March 2025	
Confidentiality	April 2025	
Family Engagement	May 2025	
Medication	May 2025	
Comments and Complaints	June 2025	
Settling in	June 2025	
Additional Support Needs	August 2025	
Risk Assessment	August 2025	
Infection Prevention and Control	September 2025	
Intimate Care	October 2025	
Volunteering	November 2025	
Safeguarding	November 2025	
Educated out-with peer group	December 2025	
Mobile Devices	December 2025	
Promoting Positive Behaviour	January 2026	
School Meals and Special Diets	January 2026	
No Smoking	February 2026	
Transition	February 2026	