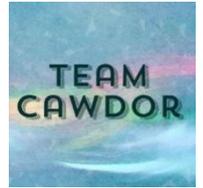


Cawdor Primary School – Early Learning and Childcare (ELC) Policies and Guidance – March 2026



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 2026 review:

Adele Mackenzie – Early Years Practitioner _____

Caroline Docherty – Early Years Practitioner _____

Fiona McAuley – ELC Support Worker _____

Gizelle Souter – Early Years Practitioner/ ELC Support Worker _____

Helen Kelly – Early Years Practitioner _____

James Cook – Head Teacher _____

Jayne Babey – Breakfast Club Auxiliary _____

Mairi Laing – Senior Early Years Practitioner _____

Stacey Glass – Early Years Practitioner _____

Annual Policy/ Guidance Review – March 2026 – February 2027

Policy/ Guidance	Review Month	Tick - reviewed
Accident/ Incident	March 2026	
Animals in ELC	March 2026	
Confidentiality	April 2026	
Family Engagement	May 2026	
Medication	May 2026	
Comments and Complaints	June 2026	
Settling in	June 2026	
Additional Support Needs	August 2026	
Risk Assessment – Annual	August 2026	
Infection Prevention and Control	September 2026	
Intimate Care	October 2026	
Volunteering	November 2026	
Safeguarding	November 2026	
Educated out-with peer group	December 2026	
Mobile Devices	December 2026	
Promoting Positive Behaviour	January 2027	
School Meals and Special Diets	January 2027	
No Smoking	February 2027	
Transition	February 2027	