Governance Policy

Policy Start Date: 1st September, 2025
Review Date: 1st September, 2027
Responsible Person: Nursery Manager & Governing Body

1. Policy Statement

At Wonder Whiz Kids Nursery, we recognize that strong and transparent governance is vital for maintaining educational excellence, safeguarding compliance, and inclusive, high-quality care for all children. Our governance structure ensures that strategic decisions, operational accountability, and continuous improvement are embedded in our practice, aligned with both EYFS statutory guidance and KHDA inspection and regulatory frameworks.

2. Aims and Objectives

To ensure clear roles and responsibilities across leadership and governance. To uphold and monitor the vision, ethics, and values of the nursery.
To review, approve, and evaluate policies, curriculum, assessment, and provision.
To ensure continuous improvement and regulatory compliance.
To enable transparent and ethical decision-making, aligned with the best interests of children, families, and staff.
To ensure that children of determination, Emirati children, and those requiring early help or additional support are equitably served.

3. Governance Structure Governing Body Composition:

Nursery Principal (Chair)

Academic Director or Curriculum Coordinator
Health & Safety Lead
Designated Safeguarding Lead (DSL)
Parent Representative (rotational)
Inclusion Champion / SENCO
Finance Officer (optional, where applicable)

Roles and Responsibilities:

Role	**Responsibilities**
Principal	Strategic oversight, KHDA compliance, vision alignment.
Curriculum Coordinator	Curriculum quality, staff training, pedagogy
DSL	Safeguarding leadership, policy compliance, training
Inclusion Champion	Inclusive practices, support plans, multi-agency liason
Parent Rep	Stakeholder feedback, family engagement
Health & Safety Lead	Risk assessments, emergency procedures, H&S reviews

4. Governance Procedures

Meetings & Reporting

Governance committee meets monthly (minimum 10 times per year).
Each meeting includes:
Curriculum review
Safeguarding and wellbeing updates
Progress and attainment tracking
SEND / inclusion case reviews
Health & safety updates
Risk register monitoring
Annual Quality Review Report submitted to KHDA and shared with stakeholders.

Data Monitoring

The Governing Body reviews:

Termly progress tracking data (EYFS outcomes)
Attendance, wellbeing, and incident logs

Outcomes of observations and teaching evaluations
Staff suitability checks and professional development logs
Complaints, concerns, and whistleblowing summaries
Trends in accidents, medication administration, and referrals

5. Policy Management and Review

Governance ensures:

All policies are reviewed annually, or sooner if KHDA/legislation changes.
Policies are signed and dated with version tracking.
Policies incorporate feedback from staff, parents, and regulatory inspections.
New staff are oriented to key policies during induction.

Key policies under review:

Safeguarding, Health & Safety, Wellbeing
Teaching, Learning & Assessment
Inclusion, SEN, Behaviour
Parent Partnership
Staff Recruitment, Training, and Development

6. Quality Assurance and Continuous Improvement

The Governing Body:

Oversees a Self-Evaluation Form (SEF) aligned with KHDA Quality Framework.
Conducts Annual Stakeholder Surveys (parents, staff, community).
Approves and monitors a Quality Improvement Plan (QIP) annually.
Ensures internal audits are conducted termly for curriculum delivery, safeguarding compliance, risk management, and SEND provision.
Reviews staff appraisals and monitors training effectiveness and CPD alignment with nursery goals.

7. Regulatory Compliance

Governance guarantees:

Full compliance with KHDA inspection frameworks, including
The UAE National Agenda
Inclusion Policy Framework
DSIB Quality Indicators
Timely submission of documents and licenses.
Compliance with the EYFS 2021 Statutory Framework, including ratios, staff qualifications, and learning outcomes.
Readiness for announced or unannounced KHDA inspections.

8. Inclusion and Equity

The Governing Body actively:

Monitors inclusive access to curriculum and environment.
Ensures children of determination receive individualised support.
Facilitates referrals and multi-agency collaboration (per escalation procedures).
Ensures culturally responsive practice aligned with Emirati identity and multilingual support.

9. Safeguarding Oversight

The governing team will:

Monitor the implementation of child protection protocols and early help interventions.
Ensure regular DSL training and whole-staff safeguarding CPD.
Review incidents involving concerns, disclosures, injuries, online safety issues, or behavioural challenges.
Ensure robust staff vetting, ongoing suitability, and whistleblowing channels.

10. Staff Development and Suitability

Approves staff recruitment procedures.
Oversees annual appraisal cycles, performance reviews, and individual CPD plans.
Monitors staff wellbeing, supervision notes, and absences.
Encourages leadership development and succession planning.

11. Stakeholder Engagement

Governance ensures:

Open lines of communication with families, community partners, and KHDA.
Parent forums and meetings feed into policy and strategic planning.
Feedback and grievances are acknowledged and used to shape improvement.

12. Confidentiality and Ethics

All governance members:

Maintain strict confidentiality of sensitive records.
Abide by the nursery's Code of Conduct and Data Protection Policy.
Declare any conflicts of interest.
Prioritise the safety, dignity, and rights of children in all decisions.

13. Evaluation and Review

This Governance Policy will be evaluated annually during a governance retreat.
Evaluations will be informed by KHDA inspections, self-assessment tools, and stakeholder surveys.
Action plans will be developed for any areas identified as requiring improvement.