

Writing, Reviewing and Maintaining Policies

As a part of our commitment to the National Quality Framework (NQF), our centre will annually review our policies and procedures to ensure excellence and compliance. Our review processes also provides an important opportunity for families to offer their valuable input into the practices at the centre and how best to meet the needs of each child being educated and cared for.

- All policies and procedures will be made available to families during the enrolment and orientation period for their child.
- All policies developed will be made in consultation with management, staff and family involvement.
- Families will be invited to form and join our Parent Committee
- Families not involved in the Parent Committee will have the opportunity to revise and help plan policies via Newsletters and specific letters to families discussing the policy or a draft of the proposed policy and given the opportunity to respond.
- Educators will notify families of how to access policies and procedures and where they are located in the centre.
- All policies that are being either reviewed or developed will be displayed on the Centre's noticeboard, and emailed of policy changes and updates.
- Our educators will ensure that all policies and procedures are reviewed annually or more often if required. This gives both families and educators opportunities to suggest elements that need to be improved. For educators, families and management this will occur:
 - At educators meetings.
 - At the policy review points.
 - In Committee Meetings.
- All policies will be sourced and dated at each review and educators will continuously seek out relevant information to provide the best possible environment.
- All person at the centre must be informed of any changes to policies. This will occur in writing and be provided to families, educators, management, the committee and any other relevant individuals.
- The procedure to reviewing a policy:
 - Attention to a policy has been raised either by routine reflection, incident, feedback or the 'continuous improvement' process.
 - All major stakeholders are invited to review the policy and suggest amendments (this can be done via committee meeting, email, newsletters, display in Centre)
 - The draft policy is made available to all major stakeholders, again via committee meeting, email, newsletters, display in Centre
- The Centre encourages an organic approach to policies. While it is the Centre's undertaking that all policies will be revised annually, the Centre will revise and if necessary amend policies based on the needs of the Centre, particularly if there is an incident, regulation change or feedback received.

In accordance with the regulations;

The Centre must ensure that parents of children enrolled at the centre are notified at least 14 days before making any change to a policy or procedure that may have a significant impact on:

- The centre's provision of education and care to any child enrolled at the centre; or
- The family's ability to utilise the centre.

The Centre must ensure that parents of children enrolled at the centre are notified at least 14 days before making any change that will affect the fees charged or the way in which fees are collected.

If the Centre considers that the notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the centre, the approved provider must ensure that parents of children enrolled at the centre are notified as soon as practicable after making a change.

The Centre must ensure that copies of the current policies and procedures are available for inspection on request



Source: Education and Care Services National Regulations 2011, National Quality Standard

Date Implemented: 16/04/2012

Review Completed: 16/01/2017

Schedule for Review: 16/01/2018

National Quality Standard – NQS

Quality Area 4: Staffing Arrangements

4.2	Educators, co-ordinators and educators are respectful and ethical.
4.2.1	Professional standards guide practice, interactions and relationships.
4.2.2	Educators, co-ordinators and educators work collaboratively and affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships.
4.2.3	Interactions convey mutual respect, equity and recognition of each other's strengths and skills.

Quality Area 7: Leadership and Service Management

7.2.3	An effective self-assessment and quality improvement process is in place.
7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.
7.3.5	Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

Education and Care Service National Regulations

31	Condition on service approval - quality improvement plan
55-56	Quality improvement plans
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures affecting ability of family to utilise service

