

While it is important to have policies and procedures in an early childhood education and care service, it is equally important that the policies are regularly reviewed, and amendments made to cater for changes in legislation and researched best practice, and changes to service procedures that aim to support ongoing quality improvement.

To ensure compliance with the National Quality Framework, our Service will review our policies and procedures on an annual basis, or more frequently if required due to changes having occurred within the Service, or if considered best practice in respect of current research. We aim to work in collaboration with our Educators and families, gathering feedback when updating our policies and procedures to ensure that the needs of children being educated and cared for are always being met.

- 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: 30/04/2019

Schedule for Review: 30/04/2020

National Quality Standard – NQS		
Quality Area 7: Leadership and Service Management		
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service’s operations
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle
7.2.3	Development of professionals	Educators, co-ordinations and staff members’ performance is regularly evaluated and individual plans are in place to support learning and development.
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	

