



Policy and Procedure Review Policy

Aim

As a part of our commitment to the National Quality Framework (NQF), our service 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 service and how best to meet the needs of each child being educated and cared for.

Implementation

- All policies and procedures will be made available to families during the enrolment and orientation period for their child.
- Educators will notify families of how to access policies and procedures and where they are located in the service.
- 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 and management this will occur:
 - At educators meetings.
 - At the policy review points.
 - In family meeting.
- For families this will occur:
 - Via Storypark
 - At the policy review point.
 - At parent/educators meeting.
- However, at any time of the year educators and family members are invited to enquire and have input into the policies and procedures.
- All policies will be signed, sourced and dated at each review and educators will continuously seek out relevant information to provide the best possible environment.
- All stakeholders at the service 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 service will ensure that parents of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have a significant impact on—
 - (a) the service's provision of education and care to any child enrolled at the service; or
 - (b) the family's ability to utilise the service

Evaluation

Centre policies and procedures will be reviewed annually or more often if required.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Legislative Requirements:

Education and Care Services National Regulations 2011: 31, 55-56, 168, 170, 171, 172

Related Guidelines, Standards, Frameworks:

National Quality Standards – QA4 Staffing Arrangements: 4.2.1, 4.2.2

QA 7 Governance and Leadership: 7.1.2, 7.2.1

Reviewed: March 2021