

A-10 Policy Development and Review

National Quality Standards (NQS)

6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
7.1	Governance supports the operation of a quality service.
7.1.1	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Regulations

Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed
Reg. 171	Policies and procedures to be kept available
Reg. 172	Notification of change to policies or procedures

Policy Statement

We aim to provide effective management and a quality service through the ongoing development and review of policies, which are required to run the service efficiently. Management will ensure that all individuals are aware of relevant policies and have free access to the policy folder.

Procedure

The Nominated Supervisor will ensure the development of all required policies under the *Education and Care Services National Regulations*. Under Regulation 168, a service must have policies relating to:

- health and safety, including matters relating to;
 - nutrition, food and beverages, dietary requirements; and
 - sun protection; and
 - water safety, including safety during any water-based activities; and
 - the administration of first aid; and
 - sleep and rest for children;
- incident, injury, trauma and illness procedures complying with regulation 85;
- dealing with infectious diseases, including procedures complying with regulation 88;
- dealing with medical conditions in children, including the matters set out in regulation 90;
- emergency and evacuation, including the matters set out in regulation 97;

- delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99;
- excursions, including procedures complying with regulations 100 to 102;
- providing a child safe environment;
- staffing, including:
 - a code of conduct for staff members; and
 - determining the responsible person present at the service; and
 - the participation of volunteers and students on practicum placements;
- interactions with children, including the matters set out in regulations 155 and 156;
- enrolment and orientation;
- governance and management of the service, including confidentiality of records;
- the acceptance and refusal of authorisations;
- payment of fees and provision of a statement of fees charged by the education and care service;
- dealing with complaints.

Other policies are to be developed as deemed necessary by the Management Committee or Nominated Supervisor.

This is based on the following criteria:

- An issue or problem arises that is not addressed in a current policy
- A current policy is not meeting the current need
- Daily operations of the service are unclear to staff, parents or management
- Staff, parents or management are unsure what to do in a certain situation
- There have been changes due to outside influences

All policies reflect the current philosophy of the Centre.

Policies will be recorded in a loose-leaf folder along with the Centre Philosophy, date of endorsement and date of review. This folder is to be kept in a specified place and made available to those who wish to see it.

The Management Committee will ensure that any new management members, staff and families entering the service are made aware of the policy folder and any specific policies relevant to them.

Any persons involved in the service are to feel welcome to make suggestions and discuss any concerns they may have regarding current policies. Parents and staff will be informed of this policy on enrolment/employment and through the Centre's Parent and Staff Handbooks.

Staff, parents and all relevant stakeholders will be encouraged to have input into the development, review or changes to any policies and, where appropriate, be involved in the development of these policies.

All new policies, or changes to existing policies will be reviewed in the time frame of 6 operating weeks.

All other policies will be reviewed either annually, or every second year, dependent on the policy. Policies will be reviewed more frequently if the need arises.

The review of policies will be based on the following criteria:

- Is the policy operating effectively?
- Does it include appropriate responses to individual incidents?
- Does it meet the needs of all involved in the service?
- Does it meet the Aims and Objectives as outlined?
- Is it consistent with current Philosophy?
- Is it consistent with current legislation, acts and standards?

Any changes to existing policies will be circulated immediately to all involved in the service through noticeboards, email, the website and, if necessary, through a meeting. The date the changes will become effective will be noted. All changes are to be recorded in the policy folder with the date of endorsement and review.

As per Regulation 172:

- The service must ensure parents and families are notified at least 14 days before making any change to a policy or procedure referred to in Regulation 168 that may have a significant impact on:
 - the service’s provision of education and care to any child enrolled at the service; or
 - the family’s ability to utilise the service.
- The service must ensure parents and families 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 Approved Provider considers that the notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the service, they must ensure that parents of children enrolled at the service are notified as soon as practicable after making a change.

As an ongoing practice, specific policies may be mentioned again through noticeboards, email, newsletters or the website to highlight relevant issues. This may be required if there is a recurring problem arising or to highlight any specific current issues in the running of the service.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard – Australian Children’s Education and Care Quality Authority

Date Endorsed: 27/05/2022

Date of Review: 27/05/2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.201905	- Updated links to NQS and National Regulations	Staff	
	- Added specific policies required under legislation	Staff	
	- Added paragraph on Reg 172 – notification of changes to policy	Staff	
	- Minor wording changes	Staff	