



7.08 Writing, Reviewing and Maintaining Policies

POLICY STATEMENT

To ensure compliance with the National Quality Framework, our service will review our policies and procedures on an annual basis or when changes have occurred within the service.

AIM

We aim to work in collaboration with our educators, families and the community to gain feedback when updating our policies and procedures to meet the needs of children being educated and cared for.

STANDARDS AND PROCEDURES

- All policies and procedures will be made available for families and educators
- All policies developed will be made in consultation with management, staff and family involvement.
- Our educators and staff will ensure that all policies and procedures are reviewed as per the document review schedule or more often if required (i.e. regulations, legislation or centre practices change). This gives both families and educators opportunities to suggest elements that may need to be improved. Each document has the assigned review period defined within the “Review” section of the document.
- At any time of the year educators, staff and family members are invited to enquire and have input into the policies and procedures.
- All stakeholders at the service must be informed of any changes to policies. This will occur in writing and be provided to families, educators, other staff, management, the committee and any other relevant individuals.
- All policies that are being either reviewed or developed will be emailed to all stakeholders with a review link to provide families the opportunity to provide their feedback and suggestions.

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 Service)
- A time frame of 2 weeks is given to gather all suggestions and create a draft policy
- The draft policy is made available to all major stakeholders, again via committee meeting, email, newsletters, display in Service
- A time frame of 7 days to respond is given. If there are no strong objections to the policy draft, the draft is reposted as the Service’s Policy.

- The Service encourages an organic approach to policies. While it is the service's undertaking that all policies will be revised annually, the service will revise and if necessary amend policies based on the needs of the service, particularly if there is an incident, regulation change or feedback received.
- All policies will be sourced and dated.

In accordance with the regulations;

The Service must 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:

- 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 that parents of children enrolled at the service are notified at least 30 days before making any change that will affect the fees charged or the way in which fees are collected.

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

All policies are made readily available to families:

- During orientation
- On our Family information iPad located in the foyer (families can print and email policies to themselves)
- On our family Lounge sections of the website (password protected: ilovesnp).

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

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

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children's Education & Care Quality Authority](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Revised National Quality Standard](#)

RELATED POLICIES

- All Policies

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
September 2018	Yes	No	None	October 2019