WRITING, REVIEWING & MAINTAINING POLICIES POLICY

Under the *Education and Care Services National Law and Regulations*, an approved provider must ensure that policies and procedures are in place under regulation 168 and 169. 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.

Engagement in regular review of policies and procedures ensure that they align with quality practice within the Service and are responsive to feedback identified through the service's risk management and quality improvement systems. [Guide to National Quality Framework, 2017 (amended 2020)]

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
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 defined and understood and support effective decision making and operation of the service.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
31	Conditions on service approval-quality improvement plan
55-56	Quality Improvement Plan
168	Education and care services 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

PURPOSE

To ensure compliance with the National Quality Framework, our Service will review our policies and procedures on a regular 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.

To provide clear guidelines, and allocate responsibilities for preparation of policy development, and authorisation. Policies are designed to provide clear, unambiguous guidelines for the implementation of the various operational elements of LCC. Policies provide continuity and a consistent point of accountability.

Policy-making shall therefore follow set procedures to ensure the efficacy of the process, and the overall policy framework.

SCOPE

This policy applies to staff, management, Approved Provider, Nominated Supervisor and families of the Service.

POLICY

Committee of Management will be responsible for direction, and authorising policies on governance, and financial operations of the Centre.

Centre Manager will be responsible for direction and may authorise policies on day-to-day Centre Management.

All policies must be recorded in the Committee of Management meeting minutes as endorsed by the Committee of Management.

PROCEDURE

There shall be two levels of policy-making:

1. Committee-level policy including:
   (i) Strategic goals policies defining the outcomes sought from all operational effort.

(ii) Governing process policies defining the Committee's own operating practices, and its relationship with the Manager. (iii) Manager Delegation policies, defining the limits of the Committee's delegation of responsibility to the Manager.

(iv) Compliance policies, defining the organisation's commitment to meeting the requirements of specified legislation.

2. The Manager shall ensure that operational policies are developed which define day-to-day operational frameworks/guidelines for staff. All operational policies shall be consistent with the principles, boundaries and definitions espoused in the Committee-level policies, The Manager will establish the procedures for the development of all operational policies.

3. All policies, which relate to the Children's Service operations of LCC, must be referred to the Children's Services Officer for confirmation before endorsement.

Process of Developing New Governance Policies

A Committee of Management Member or the Manager will decide when a policy is required to govern a situation, and will draft a policy for consideration by the full committee. The proposed policy will be discussed at a committee meeting, and any alterations suggested or required will be considered, and must be agreed upon by the majority of the Committee of Management.

Presentation

Any policy made must be presented in the format as shown by this page

Approval

New and reviewed policies must be presented to a quorum of Committee of Management at a scheduled meeting for consideration, discussion and approval. The policy must be read, and amendments noted. When approved by the quorum, the policy name and the outcome (i.e. moved and by whom) are noted in the minutes of the meeting. The policy is then signed as authorised by the President, dated and version control procedure completed. The policy may then be copied if required for distribution.

Distribution

Once a policy has been approved by the Committee of Management, and signed by the President; the document will be scanned and emailed to all staff, contractors and volunteers by the Manager. Participants of the Centre will be supplied a copy of any policy upon request.

Review

- It is the responsibility of the Manager to ensure that policy review dates are met, and maintained within a reasonable time frame

- Points to note for possible policy amendments should be recorded on the policy document.
- When the policy is being reviewed or updated, track changes must be selected in the word document to give provide transparency of the proposed changes.

After preparation of a reviewed policy, the proposed amended policy must be returned to a Committee of Management meeting for approval.

On acceptance of a revised policy, the superseded document is filed and marked as superseded.

The new policy will then replace the previous document in the Policies and Procedures manual once signed and dated by the Committee of Management President.

IMPLEMENTATION

Policies and procedures are an integral part of the documentation required to meet legislative requirements for all early childhood education and care services. Policies and procedures clearly outline the processes all staff employed by a service will follow and assist all staff to understand their roles and responsibilities. They ensure a consistent approach and embedded practice across all operations and practices of a service and help to inform families how the service operates.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE:

- our policies and procedures are underpinned by the *Early Years Learning Framework,* ECA Code of Ethics and address the *Education and Care Services National Law and National Regulations,* National Quality Standard, Family Assistance Law and other state/territory laws as applicable
- all policies and procedures will be made available for families and educators to view at all times
- all policies developed will be made in consultation with management, staff and families of children attending the Service
- that all policies and procedures are reviewed as per the document review routine, or more often if required (e.g., due to changes in regulations, legislation, and/or Service practices). This gives both families and educators opportunities to suggest aspects or areas that may need to be modified or improved.
- each document has a recommended review date stated in the '*Review*' section of the policy document and changes are clearly made through version control
- educators, staff, and family members are invited to have input into the policies and procedures at any time of the year, not only at the scheduled review time for a particular policy
- policies include clear, simple statements and are presented in a logical format

- procedures include detailed descriptions of how each policy will be implemented within the service and provide step-by-step instructions to ensure each staff member or any other person can follow in a particular circumstance
- all policies will be signed, sourced/referenced, and dated at each review and educators and other staff will continuously seek out relevant new information and research to be included in policies in order to provide the best possible environment and practices
- policies will be informed by relevant authorities to ensure best practice- e.g.: KidSafe, Cancer Council, Red Nose
- 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 applicable individuals
- families will be invited to join our Family Committee
- all revised/updated policies are included in the Policy Folder/document. Updates will be made to the centres website.
- policies are accessible to all families and a translation service can be provided for policies for families who do not have English as their first language.

LEGISLATIVE REQUIREMENTS

Services must have policies and procedures in place relating to the categories listed in Regulation 168 of the *National Regulations*. Services may have additional policies and procedures dependent upon their unique situation and operation requirements.

In accordance with Regulation 172, our 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 14 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.

The service must ensure that copies of the current policies and procedures are available for inspection at the service upon request.

The Approved Provider must ensure the following Policies are in place (Reg.168):

- Health and Safety
    - Nutrition, food and beverages, dietary requirements
    - Sun protection
    - Water safety
    - The administration of first aid
    - Sleep and rest for children
- Incident, injury, trauma and illness
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Emergency and Evacuation
- Delivery of Children to, and Collection from, education and care service premises
- Excursions
- Transportation
- Child Safe Environment
- Staffing
    - Code of Conduct
    - Determining the Responsible Person
    - Participation of Volunteers and students
- Interactions with Children
- Enrolment and Orientation
- Governance and Management
    - Confidentiality of records
- Acceptance and refusal of authorisations
- Payment of Fees
- Dealing with Complaints

CONTINUOUS IMPROVEMENT/REFLECTION

The *Writing and Reviewing Policies Policy* will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Notification of change to policy and procedures form Policy and Procedure Checklist	Policy Evaluation Procedure Policy Evaluation Worksheet Required Policy and Procedure Quick Reference Guide.

SOURCES

Australian Children's Education & Care Quality Authority. (2012). *How to Develop and Update Policies Successfully (without the stress).*

Education and Care Services National Regulations. (2011).

Guide to the National Quality Framework. (2017). (Amended 2020).

Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED BY:	Leona Spencer-Jones	Finance Officer	Aug 2025
POLICY REVIEWED	Aug 2025	NEXT REVIEW DATE	Aug 2027
MODIFICATIONS	• policy review • document control information removed • formatting fixed • sources checked for currency and updated as required		
VERSION	V3 08.25		

POLICY REVIEWED BY:	Carol Hopkins	CSO	Feb 2025
POLICY REVIEWED	Feb 2025	NEXT REVIEW DATE	Feb 2027
MODIFICATIONS	• Information relating to the Committee of Management • annual policy review • sources checked for currency and updated as required		
VERSION	V2 02.25		

POLICY REVIEWED BY:	Carol Hopkins	CSO	April 2023
POLICY REVIEWED	April 2023	NEXT REVIEW DATE	April 2024
MODIFICATIONS	• New Policy		
APROVED BY			

Signature _____ *Date*___/___/___