

## Policy and Procedure Review Policy

---

### NQS

|     |       |  |
|-----|-------|--|
| QA4 | 4.2.1 | Professional collaboration - Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills. |
|     | 4.2.2 | Professional standards - Professional standards guide practice, interactions and relationships.  |

|     |       |  |
|-----|-------|--|
| QA7 | 7.1.2 | Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service. |
|     | 7.2.1 | Continuous improvement - There is an effective self-assessment and quality improvement process in place.                         |

### National Regulations

|      |       |   |
|------|-------|---|
| Regs | 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 |

### 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.

### Related Policies

All Policies used by the Service

### Who is affected by this policy?

Child  
Educators  
Families  
Management

## 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 newsletters.
  - 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



## Sources

Education and Care Services National Regulations 2011  
National Quality Standard

## Review

The policy will be reviewed annually.

The review will be conducted by:

Management

Employees

Families

Interested Parties

**Reviewed: 1<sup>st</sup> May 2021**

**Date for next review: 1<sup>st</sup> May 2022**