

Process for Reviewing Policies

Scope

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

Statement

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. Management subscribe to Childcare Centre Desktop as their resource for updating policies with changes to law and regulations in a timely manner.

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

Legislative requirements

NATIONAL QUALITY STANDARD (NQS)

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	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

31	Conditions on service approval
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

Related Policies

Governance and Management of the Service Policy	
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Goal

To ensure compliance with the National Quality Framework, our Preschool will review our policies and procedures on an annual 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.

Strategies

All strategies detailed below will be implemented to the extent reasonably practicable.

Willoughby Community Preschool Management

Will:

Ensure that a comprehensive set of policies are in place as required under Education and Care Service Regulations and other Regulations and laws that the service must comply with;

In the development of policies, seek advice from relevant recognised authorities and/or identified professionals with expertise in the area of the policy;

Subscribe to Child Care Desktop who advise of updates to the relevant legislative requirements as they occur which will be reflected in our policies as required for compliance.

Establish a process to actively seek staff and parent views when policies and significant procedures are being updated; and

Approve the final version at a Management Committee meeting or emailed circular resolution.

Nominated Supervisor

Will:

Oversee the timelines for systematic monitoring and assessment of policies, practices, procedures and guidelines;

Identify strengths and areas for improvement of service delivery through the process;

Carry out the following process for collecting staff and family feedback:

- Display policies that are available for review on the website,
- Email policies that are available for review to staff, management and parent representatives,
- Inform staff and families of the associated timeframe for policy review.

Feedback will be collected in the following ways:

- Staff will access policies and provide feedback via email or review form.
- Families will access policies and provide feedback via email.

No response within the nominated timeframe will be seen as acceptance of the policy outlined;

Carry out the following process for adoption and distribution of approved policy:

- Circulate the final version to management for acceptance and approval at a Management Committee meeting or emailed circular resolution,
- Inform staff via email and display a final version for the families on the website,
- Place an electronic approved final version of the policy on the website.

Organise and provide professional learning and development, where relevant, to alert and educate all staff in the implementation of the policy; and

Evidence the ongoing process of evaluation through documentation, updating of the review process and through regular amendments to policies where necessary.

Educators

Will:

Review policies that are available and provide feedback via email or Review Form within the timeframe given;

Have access to the approved final version of the policy on the website;

Participate and contribute to identifying strengths and areas for improvement of service delivery in the process; and

Participate in professional learning and development in the implementation of the policy, where relevant.

Families

Will:

Review policies that are available and provide feedback via email or review form within the timeframe given; and

Have access to the approved final version of the policy in the Willoughby Community Preschool Policy & Procedures on the website.

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.

References

Education and Care Services National Regulations. (2011).

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

Kearns, K. (2017). *The Business of Childcare* (4th Ed.).

Revised National Quality Standard. (2018).

Review

POLICY REVIEWED	MARCH 2023	NEXT REVIEW DATE	MARCH 2024
MODIFICATIONS	<ul style="list-style-type: none"> • Sources checked for currency • Minor edits throughout policy • Additional section added for Continuous Improvement • Additional section added for Related Resources • Additional information added regarding Regulation 168 – Required Policies • link to Western Australian Education and Care Services National Regulations added in ‘Sources’ 		
MODIFICATIONS	<ul style="list-style-type: none"> • additional information added to implementation and responsibilities of management • small edits throughout policy • page numbers added 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JANUARY 2019	<ul style="list-style-type: none"> • Introductory statement added. • Sources/references corrected, updated, and alphabetised. • Minor formatting (line spacing & paragraph spacing) for consistency throughout policy. 	DECEMBER 2020	
OCTOBER 2018	<ul style="list-style-type: none"> • Introductory statement added. • Sources/references corrected, updated, and alphabetised. • Minor formatting (line spacing & paragraph spacing) for consistency throughout policy. 	OCTOBER 2019	
OCTOBER 2017	<ul style="list-style-type: none"> • Reviewed and created new policy and format. Updated references to comply with the revised National Quality Standard 	OCTOBER 2018	