

# Policy and Procedure Review Policy

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## 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.

## NQS

QA4	4.2	Educators, co-ordinators and educators are respectful and ethical.
	4.2.1	Professional standards guide practice, interactions and relationships.
	4.2.2	Educators, co-ordinators and educators work collaboratively and affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships.
	4.2.3	Interactions convey mutual respect, equity and recognition of each other's strengths and skills.

QA7	7.2.3	An effective self-assessment and quality improvement process is in place.
	7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.
	7.3.5	Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

## 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

## 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

**Policy Updated: 10 July 2013**

**Approved by:** \_\_\_\_\_

**William F Kerwin**  
**Chief Executive Officer**  
**Croydon Shire Council**

**Approval Date: 31 July 2013**

**Date of Policy Review: July 2014**