



Jannali East Before and After School Care
Program Incorporated
ABN : 82 641 384 248
Provider Number: 555006 930H
P.O. Box 338 Jannali NSW 2226
Telephone: **0435 - 996806**

Policy Development and Review Policy

Considerations:

- **National Regulation 168**
(Education and care service must have policies and procedures)
- **National Regulation 170**
(Policies and procedures to be followed)
- **National Regulation 171**
(Policies and procedures to be kept available)
- **National Regulation 172**
(Notification of change to policies and procedures)

Sourced:

- Education and Care Services National Law Act 2010
- My Time, Our Place Framework
- National Quality Standards: Quality Area 7: Element 7.3.5
(Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly)

Related Policies & Documentation:

- All Policies used by the service.

Policy Statement:

Our Service aims to provide effective management and a quality service through the ongoing development and review of centre policies, which ensure clear and effective communication between educators and families and in turn support the transition for children between home and the service ('My Time, Our Place' Outcome 1).

Our goal is to ensure that all service policies will be written in plain English and enhance service delivery. Management will ensure that all educators and families are aware of relevant policies and have free access to the policy manual.

Procedures:

- Management will ensure the development of all required policies under the National Quality Framework (NQF).
- Other policies will be developed as deemed necessary by the Management Committee based on the following criteria:
 - An issue or problem arises that is not able to be addressed in a current policy
 - Daily operations of the service are unclear to educators, parents or Management.
- All policies will reflect the current Philosophy of the service which is based on the school age care framework, My Time, Our Place.
- Policies will be recorded in a loose-leaf policy folder together with the centre Philosophy and goals. This folder will be kept in the centre's office and made available to those who wish to view it.
- Management will ensure that the coordinator makes any new educators, Management Committee members, visitors or parents aware of the policy folder and all specific policies relevant to them.
- Any persons involved in the service are to feel welcome to make suggestions and discuss any concerns they may have regarding current policies.
- Educators, parents and any other relevant persons will be encouraged to have input into the development, review and changes to any policies.
- All new policies or changes to existing policies will be reviewed in the time frame of six operating weeks, with a minimum of fourteen days' notice provided to parents of any policy change being implemented. All other policies will be reviewed within an eighteen month period and more frequently if the need arises or there are changes to legislation or recognised best practice.
- The review of policies will be based on the following criteria:
 - Is the policy operating effectively?
 - Does it include appropriate responses to individual incidents?
 - Does it meet the needs of all involved in the centre?
 - Does it meet the aims and objectives as outlined?
 - Is it consistent with the current philosophy?
 - Is it consistent with current legislation, acts and standards?
- Any changes to existing policies will be circulated immediately to all involved in the service via a variety of communication methods and, if necessary, through a group meeting. All policy changes are to be recorded in the Management Meeting Minutes, together with the date of endorsement and review.
- As ongoing practice, specific policies may be highlighted via notice boards, letters or personal contact should there be a recurrent problem arising or to highlight any specific current issues at the centre.

Endorsement by the Service:

Considered and accepted by the Management Committee (representative):

Name Signature Date

Considered and accepted by the Staff (representative):

Name Signature Date

Considered and accepted by the Parents (representative):

Name Signature Date

Last Reviewed: January 2014

Next Review: January 2016