

POLICY AND PROCEDURE REVIEW PROCESS

BEST PRACTICE QA-4 AND QA-7

PURPOSE

As part of Gumnuts Early Learning Centre (GELC) commitment to the National quality Standard (NQS), our service will annually review our policies and procedures to ensure high standards and compliance are maintained. Our review processes also provides an important opportunity for families and staff to offer their valuable input into practices at the service and how best to meet the needs of each child being educated and cared for.

POLICY STATEMENT

1. VALUES

Strong service leadership and management should have well-documented policies, procedures and records to enable the service to operate as a learning community. Periodic system of review of policy and procedures is paramount to ensure continuous improvement and integrity of those documents.

GELC shall ensure that all stakeholders at the service follow the policies and procedures of the centre, and that all policies and procedures will be readily accessible to these groups and the parents of children enrolled in the service.

The centre will also ensure that the service has in place policies and procedures in relation to the matters set out in Regulation 168 (2) of the Education & Care Services National Regulations.

2. SCOPE

This policy applies to the Committee of Management, Nominated Supervisor, Educators, parents/guardians, children and others attending the programs and activities at GELC, including our OSHC service.

Background

Philosophy - The centre has effective policies and procedures that support a positive learning and working environment for children, staff and parents/guardians. The wellbeing of the children is at the forefront of every policy. The policy review process gives an opportunity to reflect on what we do and how we do it, and affords opportunity to improve our processes.

Children's needs - Children shall be cared for in a safe and nurturing learning environment that is supported by policies and procedures which are compliant under the relevant regulations and standards.

Parent's needs - Parents are assured of a safe and professional care environment which is supported by appropriate policies and procedures. Parents are able to provide feedback and contribute to the policy development and review process.

Educator needs Educators are able to work with a unified and consistent approach, with confidence in a safe and professional environment. Educators will be encouraged to contribute to the policy development and review process.

Management needs – Committee of Management shall develop and review policies and procedures in conjunction with input from identified stakeholders, to ensure safe, professional and compliant operation of the Centre.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Regulations 2011*: Regulations 31,55,56,168,170,171,172
- National Quality Standard, Quality area 4 Staffing Arrangements
 - Standard 4.2 Educators, co-ordinators and educators are respectful and ethical.
 - Element 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.

- Quality Area 7 Leadership and Service Management
 - 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.

SOURCES AND RELATED POLICIES

Sources

Education and Care Services National Regulations 2011
National Quality Standard

Related Service policies

This policy relates to all service policies and procedures.

PROCEDURES

Families will be made aware of the policy and procedure handbook and where it is located 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. In addition, policies and procedures are located on the GELC website.

Our educators and other staff will ensure that all policies and procedures are reviewed as per the Policy Review table (attachment 1) and policy manual calendar (attachment 2), or more often if required (i.e. regulations, legislation or centre practices change). This gives both families and educators opportunities to suggest elements that may need to be improved. Each document has the assigned review period defined within the "Review" section of the document.

For educators and management this will occur:

- At educators meetings.
- At the policy review points.

For families this will occur:

- On a notice board at the Centre and social media page
- At the policy review point.

Educators, other staff and family members are invited to enquire and have input into the policies and procedures.

All policies will be discussed and minuted at educator (staff) and committee meetings, signed, sourced and dated at each review and educators and other 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 or displayed to families, educators, 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;

- The service's provision of education and care to any child enrolled at the service; or
- The family's ability to utilise the service

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider of GELC will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance and complaints in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.



ATTACHMENTS

Policy Review Table

Policy Manual Calendar.

AUTHORISATION

The policy was adopted by the Approved Provider of GELC on 23rd August 2017.

REVIEW DATE: AUGUST 2020



ATTACHEMENT 1

POLICY REVIEW TABLE

*ALL REVIEWS SUBJECT TO RESCHEDULING UPON NEW LEGISLATION OR GOVERNANCE POLICY CHANGES

Quality Area	Policy	Mandatory (M) or Best Practice (BP)	Review frequency	Date last reviewed	Date of next review
1	Curriculum Development	BP	Annually		
1	Inclusion and Equity	BP	Annually		
2	Acceptance and Refusal of Authorisations	M	Annually		
2	Administration of First Aid	M	Annually		
2	Administration of Medication	BP	Bi-Annually		
2	Anaphylaxis	M	Bi-Annually		
2	Asthma	M	Bi-Annually		
2	Child Safe Environment	M	Annually		
2	Dealing with Infectious Diseases	M	Bi-Annually		
2	Dealing with Medical Conditions	M	Annually		
2	Delivery and Collection of Children	M	Annually		
2	Diabetes	M	Bi-Annually		
2	Emergency and Evacuation	M	Annually		
2	Epilepsy	BP	Bi-Annually		
2	Excursions and Service Events	M	Annually		
2	Food Safety Policy	BP	Bi-Annually		
2	Hygiene	BP	Annually		
2	Incident, Injury, Trauma and Illness	M	Annually		
2	Nutrition and Active Play (inc Food, Beverages and Dietary Requirements)	M	Annually		
2	Relaxation and Sleep	BP	Annually		
2	Sun Protection	M	Bi-Annually		



Quality Area	Policy	Mandatory (M) or Best Practice (BP)	Review frequency	Date last reviewed	Date of next review
2	Supervision of Children	BP	Annually		
2	Child Safe (formally child protection)	M	Annually		
2	Water Safety	M	Bi-Annually		
2	Road Safety and Safe Transport policy	BP	Bi-Annually		
3	Occupational Health and Safety	M	Annually		
3	Environmental Sustainability	BP	Annually		
4	Code of Conduct	M	Annually		
4	Determining Responsible Person	M	Annually		
4	Participation of Volunteers and Students	M	Annually		
4	Staffing (including Quals, Supervision and WWCC /Criminal History Checks)	M	Annually		
5	Interactions with Children	M	Annually		
6	Enrolment and Orientation	M	Annually		
6	Social Media	BP	Bi-Annually		
7	Fees	M	Annually		
7	Governance and Management of the Service	M	Annually		
7	Complaints and Grievances	M	Annually		
7	Information Technology	BP	Bi-Annually		
7	Privacy and Confidentiality (including Confidentiality of Records)	M	Annually		
7	Risk Register	BP	Annually		
7	Financial Policy (includes asset register provided by auditors)	BP	Annually		
7	Committee of Management Recruitment Policy	BP	Annually		
7	Policy & procedure review process	BP	Annually		