

# BEECHWORTH COMMUNITY CHILDCARE CENTRE



## Policy Development, Review & Endorsement

### Associated Policies:

Governance & the Association Policy  
Management of the Service Policy

**Original:** 4/03/2014

**Ratified:** 19/3/2014

**Review:**

**Revised:**

**Legislation:** Education & Care Services National Regulations

Regulation 168 - Education and care service must have policies and procedures

Regulation 170 - Policies and procedures to be followed

Regulation 171 - Policies and procedures to be kept available

Regulation 172 - Notification of change to policies or procedures

### National Quality Standards

Standard 7.2 - There is a commitment to continuous improvement. -  
(Element 7.2.3 An effective self-assessment and quality improvement process is in place)

Standard 7.3 Administrative systems enable the effective management of a quality service

**Location/Ownership:** POLICY MANUAL - "Committee of Management"

### POLICY STATEMENT:

Strong service leadership and management should have well-documented policies, procedures and records to enable the service to function as a learning community. An ongoing cycle of planning and review through the policy development and review process, creates a climate for continuous quality improvement.

The Centre shall ensure that the coordinator, all educators / staff and volunteers 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 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.

## **CONSIDERATIONS:**

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

Children's needs - Children shall be cared for in a safe and nurturing environment that is supported by policies and procedures covering all aspects of care.

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

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

## **PROCEDURE:**

Development & Review process:

1. Development of new policy or review existing policy - request should be forwarded to the Management Committee for action.
2. Management Committee will decide who shall 'own' the policy (ie person responsible for content, accuracy and facilitation of the process)
3. Research is to be conducted to ensure accuracy of content including reference to relevant legislation and National Quality Standards, consultation with key stakeholders including educators, staff, parents, Management Committee members, and other members of the wider community as appropriate.
4. Policy & Procedure Template document (see appendix 1) shall be used.
5. A draft policy should be circulated for comment to key stakeholders such as educators, staff, parents, Management Committee members as appropriate.
6. The policy is to be formally ratified by the Management Committee. This action will be recorded in the meeting minutes.
7. The endorsed policy will be placed in the following public locations:
  - Policy Manual (hard copy)
  - Centre Noticeboard
  - Website
  - Circulated with monthly newsletter to parents.
8. Communication of changes in the reviewed policy and any associated training required will be arranged by the 'owner' of the policy or the Management Committee in conjunction with the Centre Coordinator.

Regular policy reviews:

The Management Committee will be responsible for:

- keeping track of due dates for each policy to be reviewed
- reviewing each policy every 2 years
- conducting a policy audit every 12 months to consider the relevance and appropriateness of policies in line with legislative and Centre requirements.

Other Considerations:

1. Subject to subregulation (3) of the Education & Care Services National Regulations, the centre must ensure that parents of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure referred to in regulation 168 or 169 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.

2. A policy can be ratified by the Committee even if minor changes are pending. The final policy will be circulated to the group via email for final approval. This process shall be acknowledged in the minutes of the following Committee meeting.

3. The Management Committee will continually seek feedback and comment during the policy review process from as many stakeholders as appropriate, including members of the wider community who have expert knowledge on specific policy areas.

**Appendix 1 – Policy template**

**BEECHWORTH COMMUNITY CHILDCARE CENTRE**



**POLICY NAME**

**Associated Policies:**

**Legislation:**

**Original:  
Ratified:  
Review:  
Revised:**

**Location/Ownership:** POLICY MANUAL - "INSERT POLICY SECTION"

**POLICY STATEMENT:**

**CONSIDERATIONS:**

- Philosophy -
- Children's needs -
- Parents needs -
- Staff needs -
- Management needs -

**PROCEDURE:**