



Woden Early Childhood Centre

"Creating the Future"

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POLICY MAKING POLICY

QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

Document number: QA7-P1	Version: 2
Date of issue: September 2013	Contact: Reesha Stefek
Date of review: January 2015	

- Links to Education and Care Services National Regulations 2011:
- Links to National Quality Standard / Element:

Introduction

Woden Early Childhood Centre (WECC) has developed a clear process for creating, passing, reviewing and implementing policies. Policy documents should be based on a uniform template, and policy documents should be gathered together as a policy manual.

The processes outlined in this policy also apply to the drafting of statements and procedures.

Goals – What are we going to do?

The purpose of this policy is to:

- define a template for all policies
- outline a standard procedure for a policy to be taken from its first draft through to implementation
- illustrate typical usage of the policy template.

Strategies – How will this be done?

Policy format

All policy documents will adhere to a standard policy template (which this document is based on), and so will have the same 'look and feel' as this document.

The format of the policy template will include the following headings:

Heading / category	Definition
Document name	The title of the policy or statement
Quality area	The most appropriate of the seven quality areas for the policy to be placed against ¹
Document number	Each document has a unique number. This is referred to in the contents page of the policy manual
Version	When a policy is being drafted, its version number is 000. Once ratified at a Management Committee meeting, it becomes version 001. Following scheduled or other revisions, this number increases by one
Date of issue	The month and year in which the document was ratified
Contact	The person, group of people, subcommittee, etc., that drafted the policy. These people may be contacted prior to any future changes being made, or regarding any confusion around the original intent of the policy. The Contact person for WECC's policies will generally be the Nominated Supervisor or Director
Date of review	The month and year by which the document must be reviewed. This is usually one or two years after the document was ratified
Links	Identification of links to relevant regulations and / or national quality standards
Introduction	Background information on why this document exists
Goals	In the context of the Introduction, what this document seeks to achieve
Strategies	The actual content of the document; the details of the position held by the organisation on the topic. A document may include several sub-headings under this topic, depending on the complexity of the document's matter
Evaluation	Outlines the processes by which the intention of the document may be determined
Related policies / documents	Identifies any other documents that are relevant or important to the policy. While all written material within WECC is related in one way or another, there will often be particular documents that should be read in conjunction with the document. Examples may include other policies, Acts of Parliament (or sections of relevant text), the organisation's constitution (or sections of relevant text), etc
Statutory legislation and considerations	Identifies any legislation, standards, frameworks or guidelines that are relevant to the document

¹ The National Quality Standard consists of seven quality areas, each containing standards and elements, that children's education and care services are assessed and rated against. - See more at: <http://www.acecqa.gov.au/Quality-Areas#sthash.EzifBM2h.dpuf>

Sources and references	Identifies the documents and sites that were used to prepare the document
Authorisation	Acknowledges that the Management Committee's President has certified that the policy has been through all necessary procedures and is now in force

Time allocation

In the development of a policy document sufficient time must be given for

- consultation with educators and parents
- full deliberation by the Management Committee members.

Development of policy

1. The Management Committee, a sub-committee, or a general meeting will identify the need for a policy document, and identify an author or authors.
2. The author/s will consult with interested members, relevant educators, and persons knowledgeable in the area. Consultation may take the form of casual conversations, formal meetings, policy development workshops, email forums, etc, and at least brief minutes of such consultations should be kept.
3. The draft policy will be circulated to interested parties and relevant stakeholders for comment.
4. The authors will consider any feedback received and will create a final draft for presentation to the Management Committee. This should be accompanied with notes on any feedback that was unable to be incorporated, to allow consideration of other issues raised but not included.
5. The Management Committee will accept the policy, defer it, reject it, return it to the authors for amendment, or assign revision to other authors.
6. Following acceptance by the Management Committee the policy shall be added to the policy manual as Version 1.

Responsibilities

The Management Committee shall nominate the Secretary of the Committee to be responsible for ensuring that proper procedure for the development, consultation, acceptance, recording, and implementation of every policy is adhered to. The President of the Committee shall be responsible for the maintenance of the policy timetable.

Related policies / documents

- Nil.

Statutory legislation and considerations

- Nil.

Sources and references

- Nil.

Authorisation

Jessica York
President
2014-15 WECC Management Committee