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Policy Making – Writing, Reviewing, Maintaining

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

Document # QA7 – P1

National Quality Standards (NQS)

Quality Area 6: Collaborative Partnerships with Families and Communities		
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service Philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.1	Continuous Improvement	There is an effective self-assessment and quality improvement process in place.

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
31	Conditions on service approval – quality improvement plan
55 - 56	Quality Improvement Plan
168	Education and care services 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

Introduction

To ensure compliance with the National Quality Framework, our Service will review our policies and procedures on an annual basis, or more frequently if required due to

changes having occurred within the Service, or if considered best practice in respect of current research. We aim to work in collaboration with our educators and families, gathering feedback when updating our policies and procedures to ensure that the needs of children being educated and cared for are always being met.

Scope

This policy applies to children, families, staff, management and visitors of the Service.

Goals

Policies and procedures are an integral part of the documentation required to meet legislative requirements for all early childhood education and care services. Policies and procedures clearly outline the processes all staff employed by WECC will follow and assist all staff to understand their roles and responsibilities. They ensure a consistent approach and embedded practice across all operations and practices of WECC and help to inform families how the Centre operates.

Strategies

- WECC's policies and procedures are underpinned by the *Early Years Learning Framework* and ECA Code of Ethics and address the Education and Care Services National Law and National Regulations, National Quality Standard and other state/territory laws as applicable
- all policies and procedures will be made available for families and educators to view at all times in the foyer
- all policies developed will be made in consultation with management, staff and families of children attending the Centre
- our educators and staff will ensure that all policies and procedures are reviewed as per the document review routine, or more often if required (e.g. due to changes in regulations, legislation, and/or Centre practices).
- each document has a recommended review date stated in the 'Review' section of the policy document and changes are clearly made through version control
- educators, staff, and family members are invited to have input into the policies and procedures at any time of the year, not only at the scheduled review time for a particular policy
- policies include clear, simple statements and are presented in a logical format
- procedures include detailed descriptions of how each policy will be implemented within the service and provide step-by-step instructions to ensure each staff member or any other person can follow in a particular circumstance
- all policies will be signed, sourced/referenced, and dated at each review and educators and other staff will continuously seek out relevant new information and research to be included in policies in order to provide the best possible environment and practices
- policies will be informed by relevant authorities to ensure best practice- eg: KidSafe,

Cancer Council, Red Nose, Staying Healthy in Childcare 5th Edition

- all stakeholders at the Centre will be informed of any changes to policies. This may occur in writing, by email or via newsletter which will be available to families, educators, other staff, management, the committee, and any other applicable individuals
- families will be invited to join our Family Committee
- families not involved in the Family Committee will have the opportunity to revise and help plan policies via Newsletters, emails, QR Code and hardcopies available at the Centre.
- all policies that are being either reviewed or developed will be available at the Centre, so that all stakeholders are aware of progress and can be involved in the review.

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

- Document Name
- Quality Area
- Document Number
- National Quality Standard
- Education and Care Services National Regulations
- Introduction
- Purpose
- Scope
- Implementation
- Evaluation
- Related Policies
- Sources and References
- Table of Reviewed Information with Dates
- Authorised Person with Dates

IN ACCORDANCE WITH THE REGULATIONS

WECC must have policies and procedures in place relating to the categories listed in Regulation 168 of the National Regulations. WECC may have additional policies and procedures dependent upon their unique situation and operation requirements.

WECC must ensure that parents of children enrolled at the Centre are notified at least 14 days before making any change to a policy or procedure that may have a significant impact on:

- the Centre's provision of education and care to any child enrolled; or
- the family's ability to utilise the Centre.
- WECC must ensure that parents of children enrolled are notified at least 14 days before making any change that will affect the fees charged or the way in which fees are collected.

If the Centre considers that the notice period would pose a risk to the safety, health or wellbeing of any child enrolled, the approved provider must ensure that parents of children enrolled at the Centre are notified as soon as practicable after making a change.

WECC must ensure that copies of the current policies and procedures are available for inspection at the Centre upon request.

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

Evaluation

WECC's commitment to creating policies that reflect and underpin the passions, values and best practice for our families, educators and children will be at the forefront of our policy making and revision. Policy evaluation will examine our principles, methods, content and implementation. During each policy evaluation WECC will assess its merit, worth and utility.

Sources and References

- [Education and Care Services National Regulations](#). (2011).
- Guide to the National Quality Framework. (2017). (Amended 2020).
- Kearns, K. (2017). *The Business of Childcare* (4th Ed.).
- Revised National Quality Standard. (2018).
- Childcare Centre Desktop 2020

Policy Reviewed	September 2021	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Addition of the NQS table • Addition of the Education and care services table • Minor punctuation and wording edits • Added review table with modifications and updates • Sources checked and updated • New format 	Sep 2021	Aug 2023
Policy Reviewed	September 2013	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Existing Policy 	Sept 2013	Sept 2016

Authorisation

James Robinson
 President
 2020-21 WECC Management Committee

