



POLICY, PROCEDURES, PHILOSOPHY AND QIP DEVELOPMENT AND REVIEW

We will provide effective management and a quality service through the ongoing development and review of policies, procedure, philosophy statement and Quality Improvement Plan, which are all required to run the service efficiently. These documents will be managed and updated to meet the needs of the service and its families. Management will ensure that all individuals are aware of and have access to all of these documents.

Procedure:

-Philosophy

- The service's philosophy statement will be reviewed every twelve months.

-Quality Improvement Plan

- The service's Quality Improvement Plan will be reviewed every twelve months or when directed by the Regulatory Authority.

-Policy

- The Governing Council will ensure the development of all required policies under the Education and Care Services National Regulations and National Quality Standards.

-Procedures

- The service's procedures will be reviewed and updated in line with changes to the related policies. When deciding upon when and how to alter procedures, the same criteria should be considered as with policy updates. Unlike changes to policies, procedures do not have to be ratified by Governing Council – it is the Director's responsibility to ensure procedures match their policy and take into consideration the service's philosophy statement.

-New policies are to be developed as deemed necessary by the Governing Council. This will be based on the following criteria:

- An issue or problem arises that is not addressed in a current policy
- A current policy is not meeting the current need
- Daily operations of the centre are unclear to staff, parents or the Governing Council
- Educators, parents or the Governing Council are unsure what to do in a certain situation
- There have been changes due to outside influences
- All policies must reflect the current philosophy of the service

-The Governing Council will ensure that any new committee members, educators and families entering the service are made aware of the policy booklet and any specific policies relevant to them.

-Any persons involved in the centre are to feel welcome to make suggestions and discuss any concerns they may have regarding current policies. Parents and educators will be informed of this policy on enrolment/employment and through the centre's information booklet and will be encouraged to be involved in the development and review of changes where appropriate.

-Policies will be reviewed within an 18 month period and more frequently if the need arises or there are changes to legislation or recognised best practice.

-The review of existing 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 current philosophy?
- Is it consistent with current legislation, acts and standards?

-Changes made to policies will be communicated to those that are directly affected. The date the changes become effective will be noted. No less than 14 days notice will be given to parents of children enrolled at the service.

-All changes are to be recorded in the policy booklet with the date of endorsement and review.

-As an ongoing practice specific policies may be communicated through notice boards, letters or personal contact to highlight any relevant issues. This may be required if there is a recurrent problem arising or to highlight any specific current issues in the running of the service.

NATIONAL QUALITY STANDARD

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	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	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
31	Conditions on service approval insurance
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

Policy reviewed	Previous modifications	Next review date
Philosophy	Add belonging, being & Becoming framework	March 2022