

Policy statement.

We aim to provide effective management and a quality service through the ongoing development and review of policies, which are required to run the service efficiently.

Management Committee will ensure that all individuals are aware of relevant policies and have free access to the policy booklet.

Considerations.

National Standards, Section 4.1 (Policy).

The National Childcare Accreditation Council (quality area 8)

Procedure.

- * Management Committee will ensure the development of all required policies meet the requirements under the National Standards and The National Childcare Accreditation Council.
- * Through feedback from attending families further policies are to be developed as deemed necessary by the Management Committee.
- * 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 management committee.
 - There have been changes due to outside influences.
- * All policies must reflect the current philosophy of the Centre.
- * Policies will be recorded in a loose-leaf policy booklet along with the Centres philosophy, date of endorsement and date of review. This booklet is to be kept in the specified place and made available to those who wish to see it.
- * Management Committee will ensure that any new management committee members, staff 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 staff will be informed of this policy on enrolment/employment and through the Centres information booklet.
- * Staff, parents and any other relevant persons will be encouraged to have input into the development, review or changes to any policies and where appropriate be involved in the development of these policies.
- * All new policies, or changes to existing policies will be reviewed when required.
- * The review of 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?
- * Any changes to existing policies will be circulated immediately to all involved in the service either through meeting minutes, notice boards, personal contact and if felt necessary through a special group meeting. The date the changes will become effective will be noted.
- * 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 mentioned again 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 Centre.

Reviewed and updated by committee on 31st March 2010