

## Policy Development and Review Policy

Under the *Education and Care Services National Law and Regulations*, an approved provider must ensure that Policies and Procedures are in place under Regulations 168 and 169. While it is important to have Policies and Procedures in Education and Care Service, it is equally important that the Policies are regularly reviewed, to account for changes in legislation and/or researched best practice, and critical reflection on organisational and service procedures that aim to support ongoing quality improvement.

Engagement in regular review of policies and procedures ensure that they align with quality practice within the Service and are responsive to feedback identified through the service's risk management and quality improvement systems.

[Guide to National Quality Framework]

### NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 6: COLLABORATIVE PARTERSHIPS 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 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. |
| 7.2.1                                                                   | Continuous improvement          | There is an effective self-assessment and quality improvement process in place.                                                   |

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS |                                                               |
|--------------------------------------------------|---------------------------------------------------------------|
| 31                                               | Conditions on service approval insurance                      |
| 55                                               | Quality Improvement Plan                                      |
| 56                                               | Review and revision of 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 |

| RELATED CHILD SAFE STANDARDS |                                                                                                                             |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 1                            | Child Safety is embedded in organisational leadership, governance and culture.                                              |
| 3                            | Families and communities are informed and involved                                                                          |
| 7                            | Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training. |
| 9                            | Implementation of the Child Safe Standards is Continuously reviewed and improved                                            |
| 10                           | Policies and Procedures document how the organisation is Child Safe                                                         |

## RELATED POLICIES

|                  |  |
|------------------|--|
| All ACI Policies |  |
|------------------|--|

## PURPOSE

To ensure compliance with the National Quality Framework, our Services will review our Policies and Procedures on an annual basis, or more frequently if required due to critical reflection on Organisational practices, Legislative changes 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, Educators, Management, Approved Provider, Nominated Supervisor, Students, Volunteers and Visitors.

## IMPLEMENTATION

Policies and Procedures are an integral part of the documentation required to meet legislative requirements for all Education and Care Services. Policies and Procedures clearly outline the processes all staff employed by our Organisation

will follow and assist all staff to understand their roles and responsibilities. They ensure a consistent approach and embedded practice across all operations of our Services and help to inform families how Services operate.

## THE APPROVED PROVIDER/MANAGEMENT WILL ENSURE:

- our Policies and Procedures are underpinned by our Philosophy, approved learning frameworks and ECA (Early Childhood Australia) Code of Ethics and address the *Education and Care Services National Law and National Regulations, National Quality Standard, Family Assistance Law* and other state/territory laws as applicable.
- all Policies and Procedures are available for families, educators, staff, visitors and students to view at all times via our website and at our Services.
- all Policies developed will be made in consultation with management, staff and families of children attending the Service.
- 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 practices). This gives Families, Educators and Staff opportunities to suggest aspects or areas that may need to be modified or improved.
- each document has a recommended review date stated in the 'Review' section of the Policy document and changes are clearly identified 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 consistent format.
- procedures include detailed descriptions of how each Policy will be implemented within the Organisation 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 endorsed by two members of the Management Committee with a review date noted.
- policies will be informed by relevant authorities to ensure best practice- e.g.: KidSafe, Cancer Council, Red Nose
- all stakeholders within the organisation must be informed with 14days notice, in writing, of any changes to Policies.
- families will be invited to join our Management Committee.
- families not involved in the Management Committee will have the opportunity to revise and help plan policies. This will be done via the family communication app and/or emails, allowing families the opportunity to respond.
- all Policies that are being either reviewed or developed will be displayed on the Service's family communication app, so that all stakeholders are always aware of progress and can be involved in the review
- all revised/updated Policies and Procedures are included in the Policy Folder. Updates will be made to Activity Centres Website, Policy page.
- policies are accessible to all staff and families and an appropriate translation service is provided (or online translation software) for policies for families who do not have English as their first language.

## LEGISLATIVE REQUIREMENTS

Education and Care services must have Policies and Procedures in place relating to the categories listed in Regulation 168 of the National Regulations. Services may have additional Policies and Procedures dependent upon their unique situation and operational requirements.

In accordance with Regulation 172, Services 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 that may have a significant impact on:

- the Service's provision of education and care to any child enrolled at the service; or
- the family's ability to utilise the Service.

Services must ensure that parents of children enrolled at the Service 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 Activity Centres Incorporated (ACI) considers that the notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the Service, the approved provider must ensure that parents of children enrolled at the Service are notified as soon as practicable after making a change.

ACI must ensure that copies of the current Policies and Procedures are available for inspection at the Service upon request.

The approved provider must ensure the following Policies are in place (Reg.168):

- Health and Safety
  - Nutrition, food and beverages, dietary requirements
  - Sun protection
  - Water safety-including water safety during any water-based activities
  - The administration of first aid
  - Sleep and rest for children
- Incident, injury, trauma and illness
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Emergency and Evacuation
- Delivery of Children to, and Collection from, education and care service premises
- Excursions
- Safe Transportation of Children
- Safe Arrival of Children
- Child Safe Environment
- Staffing
  - Code of Conduct

- Determining the Responsible Person
  - Participation of Volunteers and students
- Interactions with Children
- Enrolment and Orientation
- Governance and Management
  - Confidentiality of records
- Acceptance and refusal of authorisations
- Payment of Fees
- Dealing with Complaints

### SOURCES

Australian Children’s Education & Care Quality Authority. (2012). *How to Develop and Update Policies Successfully (without the stress)*.

Australian Children’s Education & Care Quality Authority. (2024). [Guide to the National Quality Framework Education and Care Services National Regulations](#). (Amended 2023).

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

### REVIEW

|                                                       |                                                    |                        |                                                           |
|-------------------------------------------------------|----------------------------------------------------|------------------------|-----------------------------------------------------------|
| POLICY REVIEWED BY                                    | Rachael Bajo, Jessie McCulloch & Natasha Foenander | Role: Head office team | Date: 09/10/2025                                          |
| ENDORSED BY 2 PARENT COMMITTEE MEMBERS (initial/date) | A.S & H.C (14/10/2025)                             | UPDATES/MODIFICATIONS  | - Changed to modified version of Childcare desktop policy |
| NEXT REVIEW DATE: October 2026                        |                                                    |                        |                                                           |