

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 organisation efficiently. This will ensure clear and effective communication between management, educators and families which in turn will support the transition for children between home and the service.
- The enrolment process will ensure that all individuals are made aware of relevant policies and have access to the policies, either at the service or on our website.

Considerations

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulations
 - 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 and procedures".
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place – School Age Framework
- ✓ Current acts and legislation impacting on the areas of policy review.
- ✓ ACI Orientation Policy and ACI Enrolment Policy

Procedures

- The management committee will ensure the development of all required policies under the National Quality Framework (NQF).
- All policies will reflect the current philosophy of the organisation, which is based on the school age care framework "My Time Our Place".
- Parents and ACI staff will be informed of organisation policies on enrolment/employment and through the information booklet and orientation process, see ACI Orientation Policy.
- New ACI staff will be required to sign off that they have read specific policies within orientation/trial period – see ACI Orientation Policy.
- The management committee will ensure that any new management committee members, staff and families entering the service are made aware of where they can view all policies.
- Policies will be recorded in a loose-leaf policy booklet along with the organisations 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 view it.
- Policies will be made available on our website.
- Any persons involved in the organisation are welcome to make suggestions and discuss any concerns they may have regarding current policies.
- New policies will be developed as deemed necessary by management. This will be based on the following criteria:
 - An issue or problem arises that is not addressed in a current policy.
 - Daily operations of the service or organisation are unclear to educators, parents or the management committee.
- ACI staff, families and relevant stakeholders will be consulted.
- Educators, parents and any other relevant persons will be encouraged to have input into the development, review or changes to any policies.
- All other policies will be reviewed during a 2 to 5 year period, depending on the policy, and more frequently if the need arises or there are changes to legislation or recognised best practice.
- 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 the majority of those involved in the organisation?
 - Does it meet the aims and objectives as outlined?
 - Is it consistent with current philosophy?
 - Is it consistent with current legislation, acts and standards?
 - Is it considered best practice?

Policy Development and Review Policy

- A minimum of 14 days' notice will be provided to all families of any changes, new policy introduction and reviews being implemented. This can be done through notices at the service, our Facebook page, email and/or newsletters or notices. The date the changes become effective will be noted.
- ACI staff will be informed of existing policy changes and introduction of new policies immediately through email, staff Facebook group, meetings and memo's and notices. The date the changes become effective will be noted.
- All ACI staff will be required to sign that they have read and understand their role for all policy changes.
- 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.

Checklist for staff

- Ensure you follow current policies and procedures
- Inform the coordinator or manager of any concerns in relation to policies and procedures
- Inform the coordinator or manager if you believe any of the policies or procedures need to be reviewed
- Inform the coordinator or manager if you believe there are any policies we should have that are not in our policy manual.
- Read and sign off on any new policies, so you are aware of changes.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 10th June 2016

Policy Development and Review Policy is to be reviewed by the 10th June 2021