

WRITING, REVIEWING & MAINTAINING POLICIES

POLICY

Under the *Education and Care Services National Law and Regulations*, an approved provider must ensure that policies and procedures are in place under regulation 168 and 169. While it is important to have policies and procedures in an early childhood education and care service, it is equally important that the policies are regularly reviewed, and amendments made to cater for changes in legislation and researched best practice, and changes to 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, 2017 (amended 2020)

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

NATIONAL QUALITY STANDARD (NQS)

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

30	Conditions on service approval – family day care educator insurance
55-56	Quality Improvement Plan
168	Education and care services must have policies and procedures
169	Additional policies and procedures- family day care service
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Victorian Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

PURPOSE

To ensure compliance with the National Quality Framework, our Family Day Care (FDC) Service will review our policies and procedures on an annual basis, or more frequently if required due to changes having occurred within the FDC Service, or if considered best practice in respect of current research. We aim to work in collaboration with our Family Day Care 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 the Approved Provider, Coordinator, Educators, and Educator Assistants of the Family Day Care Service.

IMPLEMENTATION

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 educators engaged by the Family Day Care service will follow and assist all educators and staff to understand their roles and responsibilities. They ensure a consistent approach and embedded practice across all operations and practices of a service and help to inform families how the Family Day Care service operates.

MANAGEMENT WILL ENSURE:

- Dalas Family Day Care 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 FDC educators to view at all times
- all policies developed will be made in consultation with management, staff and families of children attending the FDC Service
- our educators and educator assistants 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 Service practices). This gives both families and educators 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 made through version control

- FDC educators, educator assistants, coordinators, 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
- 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
- all stakeholders at the Service must be informed of any changes to policies. This will occur in writing and be provided to families, FDC educators, other staff, management, the committee, and any other applicable individuals
- families will have the opportunity to revise and help plan policies via Newsletters and specific letters to families discussing the policy or a draft of the proposed policy and given the opportunity to respond.
- all policies that are being either reviewed or developed will be displayed on the FDC residence's noticeboard, so that all stakeholders are aware of progress at all times and can be involved in the review. all revised/updated policies are included in the Policy Folder/document. Updates will be made to the Family Handbook, Staff Handbook and other related documents.
- policies are accessible to all families and provide a translation service for policies for families who do not have English as their first language.

PROCEDURE FOR REVIEWING A POLICY

A policy has been flagged for review due to routine reflection, an incident, feedback, or the 'continuous improvement' process, including the policy review calendar.

- All major stakeholders are invited to review the policy and suggest amendments (this can be done via family meetings, email, newsletters, and/or a display in the FDC Service/residence).
- A time frame of 4 weeks is given for all stakeholders to present information or feedback for the policy after which management will collate all suggestions and create a draft policy.
- The draft policy is made available to all major stakeholders, via family meetings, email, newsletters, and/or a display in the FDC Service/residence.

- A time frame of 14 days is given for stakeholders to respond to provide further suggestions/feedback. If the policy draft is agreed upon by all (no objections or further recommendations are received), the draft is reposted as the reviewed and/or amended Service's Policy.
- The FDC Service encourages a holistic approach to policies. Whilst a schedule is maintained to ensure all policies are reviewed regularly, the Service may revise and if necessary, amend unscheduled policies based on the needs of the Service, particularly if there is an incident, regulation change, or feedback received.
- All policies will use information from reliable sources and provide dated references

IN ACCORDANCE WITH NATIONAL REGULATIONS:

All Family Day Care Services must have policies and procedures in place relating to the categories listed in Regulation 168 and Regulation 169 of the National Regulations. FDC Services may have additional policies and procedures dependent upon their unique situation and operation requirements.

The FDC Service 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 FDC Service or
- the family's ability to utilise the FDC Service.

The FDC Service 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 the FDC Service 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.

The FDC Service must ensure that copies of the current policies and procedures are available for inspection at the FDC residence or approved venue upon request

CHILDCARE CENTRE DESKTOP RESOURCES

- Policy Evaluation Procedure
- Policy Evaluation Worksheet
- Notification of change to policy and procedures form

SOURCE

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

REVIEW

POLICY REVIEWED	December 2021	NEXT REVIEW DATE	December 2022
MODIFICATIONS	additional information added to implementation and responsibilities of management		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
December 2020	New policy drafted for FDC services Policies purchased from child care desktop		December 2021