

POLICY DEVELOPMENT POLICY

AIM

To develop policies that promote quality Care, are in line with National Quality Standards and reflect the beliefs of the Centre, parent/guardian(s) and the Community.

IMPLEMENTATION

Policies are working documents that determine what happens for the Governing Council, staff, parents/guardians and children. For steps on creating/reviewing a policy, please refer to **Policy Procedure**

Leadership will:

- Develop policies that:
 - Ensure implementation of DECD Regulations and National Quality Standards.
 - Provide guidelines for the Governing Council, Director and Staff.
 - Provide information regarding the Centre's practices for parents/guardians.
 - Provide reference points for decision making & guidelines for best practice.
 - Guide interactions between educator and parents/guardians.
 - Provide consistent and fair management of the Centre.
 - Provide an evaluation measure.
- Encourage staff and families to review policies and contribute ideas so policies meet their needs and the needs of children
- Ensure all visitors on-site have access to policies. Families, staff, students and facilitators will be told where they can find policies during induction and visits. A policy folder is kept in the Parent Hub at all times.
- Regularly review policies according to the schedule listed on the bottom of each policy or when the Centre is notified of any updates required to meet National Quality Standards.
- Give 14 days' notice to parents/guardians of children enrolled at the centre before making changes to a policy or procedure that would:
 - Have a significant impact on any enrolled child
 - Affect the family's ability to utilise the service or
 - Affect the fees charged or the way fees are collected

The Governing Council will:

- Review and approve policies once they are drafted

Families will:

- Be given notice when a new policy is drafted or policy is changed
- Be given the opportunity to contribute to policies and policy development
- Abide by all site policies

Educators and staff will:

- Be given the opportunity to contribute to policies and policy development
- Abide by all site policies

Team leaders will:

- Ensure all staff in their room are aware of and follow site policy
- Give feedback specific to their room when policies are being created or reviewed.

EVALUATION:

This policy is viewed to be working effectively when:

- Policies are regularly reviewed to meet the need of the Centre, children, parent/guardian(s) and the community.

National Quality Standards:

NQA 7- Leadership and service management.

7.3.2. Service practices are based on effectively documented policies and procedures that are available from the service and are maintained in accordance with legislative requirements.

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Approver
1.0	January 2011	Policy adopted.	Ocean View Children's Centre Polices	Governing Council
1.1	June 2012	Policy circulated to Policy Review Committee and staff for review and suggested amendments identified, including; <ul style="list-style-type: none"> • NQF regulations • 14 days' notice to parents for policy changes that have an impact e.g. fees 	K Cook	
2.0	June 2012	Suggested amendments put to Policy Review Committee and adopted, including; <ul style="list-style-type: none"> • NQF regulations • 14 days' notice to parents for policy changes that have an impact e.g. fees 	K Cook	Policy Review Committee
2.1	February 2015	Reformatted	P Murray	Policy Review Committee

Review:

To be reviewed at bi-annually by the Assistant Director and any recommended amendments endorsed by the Policy Review Committee.

Last Reviewed: December 2016

Source: Australian Children's Education and Care Quality Authority

PSC National Alliance- Policy Tip Sheets