

# CHANGES TO POLICIES & PROCEDURES

## NATIONAL QUALITY STANDARD (NQS)

4.2.1	Professional standards guide practice, interactions and relationships
7.2.3	There is an effective self-assessment and quality improvement process in place.
	Service Practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly

## 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 or procedures affecting ability of family to utilise service

## PURPOSE

As a part of our commitment to the provision of high quality services, we aim to regularly review our policies and procedures to ensure excellence and compliance.  
Our review processes will provide an important opportunity for families to offer their input into the practices at the service.

## SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

## IMPLEMENTATION

- All policies and procedures will be made available to families during the enrolment and orientation period for their child.
- Educators will notify families of how to access policies and procedures and where they are located in the service. In addition, policies and procedures are located on the Medowie Gumnut Preschool website.
- Education and care service must have policies and procedures
- Policies and procedures to be followed
- Policies and procedures to be kept available
- Notification of change to policies or procedures affecting ability of family to utilise service
- Our educators and other staff will ensure that all policies and procedures are reviewed regularly and in response to changing needs, family feedback, and regulatory or legislation changes. This gives both families and educators opportunities to suggest elements that may need to be improved.

### **For educators and management this could occur:**

- i. At educators meetings.
- ii. Through KinderM8
- iv. Through staff communication diaries

### **For families this could occur:**

- i. Via KinderM8 or email
- ii. At parent/educators meetings or forums

**We will focus on sharing policies with families as they are reviewed if there are significant changes or if the policy is particularly relevant to their daily lives in the centre.**

In addition, at any time of the year educators, other staff and family members are invited to enquire and have input into the policies and procedures.

\* All educators at the service must be informed of any changes to policies.

\* The service will 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—

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

### **Resources**

- Early Childhood Australia - [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- Education and Care Services National Regulations 2018
- The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>
- DEEWR (2009). Being, Belonging and Becoming: The Early Years Learning Framework for Australia. [www.deewr.gov.au](http://www.deewr.gov.au)
- Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>

