

## Policy Statement

This policy has been developed to ensure the Service maintains written policies and procedures that are consistent and clearly communicate the Service's methods of operation. All policies and procedures will at all times, reflect federal, state and local government regulatory requirements and currently accepted best practice.

## Strategies and practices

- The *Policy and Procedure Review Policy* is available to families upon enrolment and staff upon induction.
- Little Adventures Early Learning policies and procedures detail the Services methods of operation, it's practices and inter-relationships with all who have an interest in the Service.
- The policies and procedures are live documents and as such, are reviewed regularly and updated as required to ensure compliance with all relevant legislative changes that occur as well as when Service issues are identified.
- The Nominated Supervisor will discuss Service policies and procedures with families upon enrolment, including advising them of where the documents are stored and how they can be accessed.
- The Nominated Supervisor will discuss Service policies and procedures with employees and students during their orientation, including advising them of where the documents are stored and how they can be accessed.
- All staff and students are required to read all policies during the orientation and induction process. A policy sign off record is completed indicating that they have read and understand each policy.
- All relevant stakeholders are provided with the opportunity to contribute to the review process (this occurs at least every two years however often occurs more regularly as legislation, centre practices and best practice recommendations change).
- When a policy or procedure is reviewed, staff are provided with an updated copy and asked to read and sign that they understand its content.
- Regulation 172 of the Education and Care Services National Regulations states that:
  - Subject to subregulation (3), the approved provider of an education and care 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 referred to in regulation 168 or 169 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.
  - The approved provider of an education and care 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 approved provider 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 referred to in subregulation
- The References section of the policies are updated as a part of the review of each policy, and any accompanying forms and procedures are reviewed at the same time.

# POLICY & PROCEDURE REVIEW POLICY



- A Policy Review form is used to record:
  - The date the policy was reviewed
  - Any comments/feedback received from Families
  - The reason(s) for changes to the Policy

## References

- *Education and Care Services National Regulations*
- *Guide to the National Quality Framework*
- *Education and Care Services National Law*

## Policy review

The Service encourages staff and parents to be actively involved in the review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities, where necessary, as part of the review to ensure the policy contents are consistent with current research and contemporary views on best practice.