



WRITING, REVIEWING AND MAINTAINING POLICIES POLICY

POLICY STATEMENT

Clovelly out of School Care ensures the service complies with the National Quality Framework, our service will review our policies and procedures on an annual basis or when changes have occurred within the service. We aim to work in collaboration with our educators and families, gaining feedback when updating our policies and procedures to meet the needs of children being educated and cared for.

PROCEDURE

- All policies and procedures will be made available for families and educators.
- All policies developed will be made in consultation with management, educator and family involvement.
- Our educators will ensure that all policies and procedures are reviewed annually or more often if required (i.e. regulations, legislation or service practices change). This gives both families and educators opportunities to suggest elements that may need to be improved.
- At any time of the year educators, staff and family members are invited to enquire and have input into the policies and procedures.

The procedure to reviewing a policy:

- Attention to a policy has been raised either by routine reflection, incident, feedback or the 'continuous improvement' process. All major stakeholders are invited to review the policy and suggest amendments.
- All policies will be sourced, if possible, and dated.
- The service ensures that there are copies of the current policies and procedures that are available for inspection on request.

RELEVANT DOCUMENTS FOR CONSIDERATION

Education and Care Services National Regulations
Education and Care Services National Law 2010
National Quality Standards

Version number	Date effective	Description of amendment
3	April 2018	Changes to wording
4	April 2020	Changes to wording

Considered and accepted by the Management Committee (representative) – S. Skelton

Considered and accepted by the staff (representative) – Katrina Thomas