

Writing Reviewing and Maintaining Policies Policy

Quality Area 7: Leadership and service management

Standard: 7.3: Administrative systems enable the effective management of a quality service.

Element 7.3.5: Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

- All policies developed will be made in consultation with management, staff and family involvement.
- Families must be invited to consult on all policy reviews.
- Families will be invited to form and join our Family Committee
- Families not involved in the Family Committee 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 Service's noticeboard so all stakeholders are aware at all times and can be involved.

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 (this can be done via committee meeting, email, newsletters, display in Service)
- A time frame of **2 weeks** is given to gather all suggestions and create a draft policy
- The draft policy is made available to all major stakeholders, again via committee meeting, email, newsletters, display in Service
- A time frame of **7 days** to respond is given. If there are no strong objections to the policy draft, the draft is reposted as the Service's Policy.
- All policies will be reviewed **every 12 months**; families will be invited to provide feedback.
- The Service encourages an organic approach to policies. While it is the Service's undertaking that all policies will be revised annually, the Service will revise and if necessary amend policies based on the needs of the Service, particularly if there is an incident, regulation change or feedback received.
- All policies will be sourced, if possible, and dated.

In accordance with the regulations;

The 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 service; or
- The family's ability to utilise the service.

The 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 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 Service must ensure that copies of the current policies and procedures are available for inspection on request.

This policy was written with consideration given to: Education and Care Services National Regulations 2011

Date that the policy was last updated or revised: January 2018

Australian International Islamic College Kindergarten

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