WRITING, REVIEWING & MAINTAINING POLICIES POLICY

Under the *Education and Care Services National Law and Regulations*, an approved provider must ensure that policies and procedures are in place under Regulation 168. While it is important to have policies and procedures in an early childhood education and care Service, it is equally important that the policies are regularly reviewed, and amendments made to cater for changes in legislation and researched best practice, and changes to service procedures that aim to support ongoing quality improvement.

Engagement in regular review of policies and procedures ensure that they align with quality practice within the Service and are responsive to feedback identified through the service's risk management and quality improvement systems. [Guide to National Quality Framework].

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service that is child safe
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 3A	Paramount consideration
31	Conditions on service approval-quality improvement plan

55	Quality improvement plans
56	Review and revision of quality improvement plan
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

PURPOSE

To ensure compliance with the National Quality Framework, our Service will review our policies and procedures on an annual basis, or more frequently if required due to changes having occurred within the Service, or if considered best practice in respect of current research. We aim to work in collaboration with our educators and families, gathering feedback when updating our policies and procedures to ensure that the needs of children being educated and cared for are always being met.

We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions. Our Service ensures that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

Policies and procedures are an integral part of the documentation required to meet legislative requirements for all early childhood education and care Services. Policies and procedures clearly outline the processes all staff employed by a Service will follow and assist all staff to understand their roles and responsibilities. They ensure a consistent approach and embedded practice across all operations and practices of a service and help to inform families how the Service operates.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE:

- our policies and procedures are underpinned by the *Early Years Learning Framework* and Early

Childhood Australia (ECA) Code of Ethics and address the *Education and Care Services National Law and National Regulations, National Quality Standard, Family Assistance Law*, and other state/territory laws as applicable

- all policies and procedures will be made available for families, educators, visitors, students and staff to view at all times, [parents, visitors and students can also view policies in the office in paper form or can be emailed upon request. Educators get policies and procedures emailed upon every update.]
- all policies will be developed in consultation with management, staff and families of children attending the Service
- that all policies and procedures are reviewed as per the document review routine, or more often if required (e.g., due to changes in regulations, legislation, and/or Service practices). This gives families, educators and staff opportunities to suggest aspects or areas that may need to be modified or improved.
- each document has a recommended review date stated in the '*Review*' section of the policy document and changes are clearly made through version control
- educators, staff, and family members are invited to have input into the policies and procedures at any time of the year, not only at the scheduled review time for a particular policy
- policies include clear, simple statements and are presented in a logical format
- procedures include detailed descriptions of how each policy will be implemented within the service and provide step-by-step instructions to ensure each staff member or any other person can follow in a particular circumstance
- all policies will be signed, sourced/referenced, and dated at each review and educators and other staff will continuously seek out relevant new information and research to be included in policies in order to provide the best possible environment and practices
- policies will be informed by relevant authorities to ensure best practice- e.g.: KidSafe, Cancer Council, Red Nose
- all stakeholders at the Service must be informed of any changes to policies. This will occur in writing and be provided to families, educators, other staff, management, the committee, and any other applicable individuals
- 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 that all stakeholders are aware of progress at all times and can be involved in the review

- all revised/updated policies are included in the Policy Folder/document. Updates will be made to the Family Handbook, Staff Handbook and other related documents.
- older versions of policies will be archived and not available for access to staff or families
- policies are accessible to all staff and families, and an appropriate translation service is provided (or online translation software) for policies for families who do not have English as their first language

LEGISLATIVE REQUIREMENTS

Services must have policies and procedures in place relating to the categories listed in Regulation 168 of the *Education and Care Services National Regulations*. Services may have additional policies and procedures dependent upon their unique situation and operation requirements.

In accordance with Regulation 172, our 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 will ensure that copies of the current policies and procedures are available for inspection at the service upon request.

The approved provider will ensure the following policies are in place (Reg.168):

- Health and Safety:
    - nutrition, food and beverages, dietary requirements
    - sun protection
    - water safety- including water safety during any water-based activities
    - the administration of first aid

    - sleep and rest for children
- Incident, Injury, Trauma and Illness
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Emergency and Evacuation
- Delivery of Children to, and Collection from, education and care service premises
- Excursions
- Providing a Child Safe Environment including the promotion of a culture of child safety and wellbeing within the Service
- The Safe Use of Digital Technologies and Online Environments at the Service including:
    - the taking, use, storage and destruction of images and videos of children being educated and cared for by the Service
    - obtaining authorisation from parents to take, use and store images and videos of children being education and cared for by the Service
    - the use of any optical surveillance device at the Service; and
    - the use of digital devices by children being educated and cared for by the Service
- Staffing including:
    - staffing arrangements
    - code of conduct
    - determining the responsible person
    - participation of volunteers and students
- Interactions with Children
- Enrolment and Orientation
- Governance and Management including confidentiality of records
- Acceptance and refusal of authorisations
- Payment of Fees and provision of a statement of fees charged by the education and care Service
- Dealing with Complaints including:
    - child focused complaint handling system
    - management of complaints of allegations of a child exhibiting sexual behaviours.

Although not stated under Regulation 168, Services are expected to have an educational program and practice policy based on an approved learning framework.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Writing and Reviewing Policies Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or incidents related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Notification of Change to Policy and Procedures Form Policy and Procedure Checklist Policy Evaluation Procedure	Policy Evaluation Worksheet Policy Review Calendar Required Policies and Procedures Quick Reference Guide

SOURCES

Australian Children's Education & Care Quality Authority. (2025). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2022). *Six reasonable steps to ensure staff follow policies and procedures.*
Education and Care Services National Regulations. (Amended 2025)
Western Australian Legislation Education and Care Services National Regulations (WA) Act 2012 (WA Services only)

REVIEW

POLICY REVIEWED BY	[NAME] Amy Flockhart	[POSITION] Office admin	[DATE] 23/07/2026
POLICY REVIEWED	DECEMBER 2025	NEXT REVIEW DATE	DECEMBER 2026
VERSION NUMBER	10.12.25		
MODIFICATIONS	• annual policy review • additional requirements for NSW services due to amendments to National Law (NSW) • additional policy added- *Safe Use Of Digital Technologies and Online Environments* • sources checked and updated as required		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
DECEMBER 2024	• annual policy review • sources checked for currency and updated as required	DECEMBER 2025