



# 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 and 169. 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, 2017 (amended 2020)]

## PURPOSE

To ensure compliance with the National Quality Framework, Insight Early Learning 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.

## SCOPE

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

## IMPLEMENTATION

### Legislative Requirement in Regard to Policy Writing and Review

Insight Early Learning acknowledges the importance of complying with legislative requirements and adheres to the following obligations in policy writing and review:

- **Services' Policies and Procedures:** Insight Early Learning ensures that policies and procedures are in place for the categories specified in Regulation 168 of the National Regulations. Additionally, the service may develop additional policies and procedures based on its unique situation and operational requirements.
- **Parent Notification of Policy Changes:** In accordance with Regulation 172, Insight Early Learning must notify parents/guardians of enrolled children at least 14 days before implementing any policy or procedure changes that may significantly impact:
  - The service's provision of education and care to any enrolled child.
  - The family's ability to utilize the service effectively.However, if providing a 14-day notice poses a risk to the safety, health, or wellbeing of any enrolled child, the approved provider must promptly inform parents/guardians of the change.
- **Fee Changes:** Insight Early Learning is obliged to notify parents/guardians at least 14 days in advance of any modifications to the fees charged or the method of fee collection.
- **Availability of Policies and Procedures:** Insight Early Learning ensures that copies of the current policies and procedures are readily available for inspection at the service upon request. This transparency enables parents/guardians to familiarize themselves with the service's policies and procedures.

By adhering to these legislative requirements, Insight Early Learning strives to maintain compliance and transparency, ensuring the provision of high-quality education and care services to children and their families.



#### How Policies are Written at Insight

Insight Early Learning demonstrates its commitment to meeting legislative requirements by diligently developing policies and procedures in strict accordance with the Early Years Learning Framework, ECA Code of Ethics, Education and Care Services National Law, National Regulations, National Quality Standard, and pertinent state/territory laws.

Insight Early Learning not only prioritises compliance with legislative requirements but also places great emphasis on integrating best practice advice from reputable sources such as Red Nose recommendations, experts in the field of early childhood education and care, and other recognised authorities.

To ensure comprehensive and effective policies, Insight Early Learning employs a collaborative approach involving management, staff, and families of children attending the service. This collaborative process acknowledges the valuable insights and perspectives of all stakeholders and aligns the policies with the relevant legislative frameworks.

The objective of these policies and procedures is to provide clear and comprehensive guidelines for all staff members, enabling them to understand and fulfil their roles and responsibilities with utmost clarity and consistency. By involving multiple stakeholders, Insight Early Learning ensures that the policies reflect the diverse needs and requirements of the service and its community.

#### Consultation and Input in Policies

Insight Early Learning encourages input from educators, staff, and family members throughout the year, not just during scheduled policy reviews. Through the Playground app, stakeholders have the opportunity to contribute their insights and suggestions, which are considered when developing and updating policies.

#### Review Process of Policies

All policies and procedures at Insight Early Learning undergo regular review at least once every 2 years or more frequently if required. These reviews take into account changes in regulations, legislation, and service practices, ensuring that policies remain up to date. Families and educators are given the opportunity to suggest modifications or improvements during these review processes.

#### Review Routine

Each policy document at Insight Early Learning includes a recommended review date. The review routine ensures that policies are regularly assessed and updated as necessary. Version control is used to indicate any changes made to the policies clearly.

#### Implementation of a Policy

The nominated supervisor at Insight Early Learning is responsible for implementing new policies within a three-month timeframe. This includes necessary preparations, effective communication to relevant stakeholders, and ensuring a smooth implementation process. The area manager monitors the policy's implementation and makes necessary adjustments to ensure effectiveness and minimize disruption to daily operations.

#### Communicating Changes to Policy

Insight Early Learning ensures that all stakeholders, including families, educators, staff, management, the committee, and other applicable individuals, are informed of any changes to policies. Communication occurs through the Playground app and/or email. The progress of policy reviews and developments is displayed on the service's noticeboard to keep stakeholders aware and involved.

#### Training and Professional Development:

Insight Early Learning acknowledges the importance of ongoing training and professional development for staff members. The service commits to providing relevant training opportunities to ensure that all employees are knowledgeable about the policies and procedures and can effectively implement them in their roles.

#### Policy Communication to New Families:

Insight Early Learning recognises the importance of effectively communicating policies to new families upon enrolment. The service provides clear information and guidance on policies and procedures to ensure that families have a comprehensive understanding of how the service operates and their roles within it.

#### Storage and Accessibility of Policies

Insight Early Learning maintains accessible policies and procedures for families and educators to view at all times. Copies of the current policies are available for inspection at the service upon request. Policies are stored in the Policy Folder/document on Playground, ensuring they are readily accessible. Additionally, a translation service is provided for families who do not have English as their first language, ensuring inclusivity and accessibility.

#### Record Keeping

Insight Early Learning maintains accurate records of policy development, reviews, and implementation. These records serve as evidence of compliance with legislative requirements and provide a historical reference for tracking policy changes over time.

#### **SOURCE**

Australian Children's Education & Care Quality Authority. (2012). *How to Develop and Update Policies Successfully (without the stress)*.

Education and Care Services National Regulations. (2011).

Guide to the National Quality Framework. (2017). (Amended 2020).

Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).

Revised National Quality Standard. (2018).

#### **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.
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.
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 REGULATIONS	
31	Conditions on service approval-quality improvement plan

#### **Writing and Reviewing Policies Policy- VERSION 2.0**

Review 6/03/24  
Review date 6/03/25

55-56	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

## REVIEW

POLICY REVIEWED	March 2024	NEXT REVIEW DATE	March 2025
MODIFICATIONS	<ul style="list-style-type: none"> <li>OWNA changed to Playground</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
MAY 2023	<ul style="list-style-type: none"> <li>Policy reformatted</li> <li>Policy rewrite to make it clearer</li> <li>Record keeping and communication to new families added</li> </ul>		
AUGUST 2021	Created new policy.		DECEMBER 2022
February 2023	Addition of a timeframe for implementation		February 2024