

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



Policy Development Policy

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Documented policies and procedures

Education and Care Services National Regulations

Under the Education and Care Services National Law	
168	Education and care services must have policies and procedures

Aim

To develop policies that promote quality care and are in line with the NQS. These policies will reflect the beliefs and philosophy of the centre as well as the families and the community.

Implementation

Policies are working documents that determine how the centre runs and reflects the input from the Management Committee, families, children and educators of the centre.

Directors will:

Develop policies that:

- Provide consistent and fair management of the Centre.

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- Provide guidelines and information for the Management Committee, educators, staff and parents/guardians.
- Ensure implementation of National Quality Standards as well as Regulations and Standards.
- Provide reference points for decision making and guidelines for best practice.
- Provide an evaluation measure.
- Support staff to understand their roles and responsibilities within the service, which in turn leads to more efficient and effective service delivery.
- Encourage families and educators to review policies and contribute their thoughts and ideas so that policies reflect their needs and those of the children.
- Ensure that everyone who comes to the centre has access to the policies and the location of the policy folder is part of the orientation process.
- Review policies regularly in accordance with the schedule listed at the end of each policy, or when the centre is notified of any updates required to meet legislative requirements.
- Give 14 days' notice to parents/guardians of children enrolled at the centre before making any change to a policy or procedure that would have a significant impact on any enrolled child at the service, affect the family's ability to utilise the centre or affect the fees charged or the way that they are collected.

The Management Committee will:

- Review and approve new policies once they are drafted.

Families will:

- Be given notice when a new policy is drafted or changed.
- The new policies will be shared with families through Storypark application.
- Be offered opportunity to contribute to policies and the development of such.
- Abide by the policies of the centre.

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Educators and staff will:

- Be offered opportunity to contribute to policies and the development of such.
- Abide by the policies of the centre.

Team Leaders will:

- Ensure that all staff in their section are aware of and follow Centre Policies
- Give feedback specific to their section when policies are being created or reviewed

Evaluation:

This policy is viewed as working effectively when policies are regularly reviewed to meet the needs of the Centre, children, parents/guardians staff and the community.

Source

Forbes Children's Centre

Australian Children's Education and Care Quality Authority (ACECQA)

PSC National Alliance

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	19/9/17	Policy developed	Trish Cook	16/3/21
1.1	16/3/21	Committee to approve new policies	Dian Faranda-Pluke Lori Hart	16/3/23
1.2	16/3/2023	Storypark communication added	Poornima Radhakrishnan	31/12/2024

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1.3	Sept 2024	No changes	Lori Hay	Sept 2025
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