

Writing, Reviewing & Maintaining Policies Policy

Purpose

The purpose of this policy is to ensure that our service complies with the National Quality Framework by reviewing policies and procedures on an annual basis, or more frequently when required. Changes may occur due to amendments in legislation, shifts in service operations or developments in current research. By involving families and educators in the review process, we ensure that policies support the needs of children and families while upholding the highest standards of care and education.

Scope

This policy applies to all children enrolled in the service, their families, staff, educators, management, visitors and volunteers. It reflects a shared responsibility to ensure that the policies and procedures guiding our service are relevant, effective and consistently applied.

Legislative Requirements

Our service complies with the Education and Care Services National Regulations. Regulation 31 relates to conditions on service approval and insurance. Regulations 55 and 56 require services to develop and maintain a Quality Improvement Plan. Regulation 168 requires all education and care services to have policies and procedures in place, while Regulation 170 requires these policies and procedures to be followed. Regulation 171 requires that they are always available to families, and Regulation 172 requires that families be notified of any changes to policies or procedures.

Recent updates to legislation emphasise the importance of notifying families at least fourteen days before significant changes are made to policies or fees, unless urgent changes are required to protect the health, safety or wellbeing of children. Services must also ensure that families can easily access policies either physically at the service or digitally.

Implementation

Policies and procedures are essential for ensuring that our service operates in compliance with legislative requirements. They provide staff with a clear understanding of their roles and responsibilities and ensure a consistent and professional approach across all aspects of the service. Policies are written in simple and clear language, while procedures describe step-by-step instructions to guide educators in their daily practice.

Management is responsible for ensuring that policies are informed by the My Time Our Place Framework, the ECA Code of Ethics, the National Law, the National Regulations and the National Quality Standard. Consultation with staff, families and management occurs when policies are being developed or reviewed. Each policy includes a stated review date and changes are documented through version control. Families and educators are welcome to contribute feedback at any time of the year. All policies are signed, dated and sourced at the time of review, and information is gathered from relevant authorities such as KidSafe, Cancer Council and Red Nose to ensure best practice. Once reviewed or updated, policies are reflected in the Family Handbook, Staff Handbook and the service's policy folder.

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Family Notifications

In line with Regulation 172, our service ensures that families are given at least fourteen days' notice before any change to a policy or procedure that may significantly affect the education and care of children or the family's ability to use the service. Fourteen days' notice is also required before changes are made to service fees or the way in which fees are collected. Where urgent changes are necessary to protect the health, safety or wellbeing of children, families will be notified as soon as possible after the change has been made.

Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all governance and policy practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the development, review and implementation of policies and procedures.

This requires that all policies and procedures are developed, reviewed and maintained with a clear and consistent focus on protecting children from harm and supporting their safety, wellbeing and rights. Educators, staff and management must exercise sound professional judgement to ensure that all policies reflect current legislation, best practice and the specific needs of children, families and the Service environment.

The Service will ensure that policy review processes are thorough, transparent and responsive to change, including legislative updates, emerging risks and feedback from the Service community. All policies will be regularly reviewed and updated to ensure they continue to promote a safe, supportive and high-quality environment for children, and that any changes prioritise children's safety and wellbeing above all other considerations.

All practices relating to the development and maintenance of policies must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure that every child is safe, supported and cared for at all times.

Review

Policies are formally reviewed at least once every twelve months or sooner if changes are required. Reviews allow us to reflect on legislation, best practice, service operations and family feedback.



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Review

Date:	Changes:	Reviewed by:
12/01/2022	New policy (All updated)	Charmayne Nathan
07/08/2024	No changes - reviewed	Charmayne Nathan
17/09/2025	Policy was updated, information was condensed.	Charmayne Nathan
30/04/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan