

## POLICY REVIEW POLICY

SPCC Saints Academy is committed to ensure compliance with the National Quality Framework. All policies will be reviewed every 3 years as a minimum, however, more regularly as need determines.

### IMPLEMENTATION

- All policies and procedures will be made available to children, families, educators, staff, students, volunteers and visitors of the service.
- All policies developed will reflect the needs of children, families, educators, staff, students, volunteers and visitors of the service. Staff will ensure that all policies and procedures are reviewed every three years or more often as required (i.e. regulations, legislation or service practices change).
- All policies that are being either reviewed or developed will be displayed on the service noticeboard so all stakeholders are aware at all times and can be involved.

### The procedure for reviewing a policy:

- Attention to a policy has been raised either by routine reflection, incident, feedback or the 'continuous improvement' process.
- Alert families and staff that policies are in review.
- Staff and families can give input and suggest amendments.
- Researched information and the current policy are discussed at executive meetings, director group meetings, staff meetings and or via email and each services' practice is considered. If each service practice differs, the policy remains constant however, the procedures are service specific.
- The draft policy is made available to Directors via meeting and/or email and display within the 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 policy.
- All policies will be referenced, if possible, and dated.

### In accordance with the regulations:

The service must ensure that families of children enrolled are notified at least 14 days before making any change to a policy or procedure that may have a significant impact on:

- The provision of education and care to any child enrolled at the Service; or
- The family's ability to utilise the Service.
- Once finalised, the policy is placed on the website, electronic storage, printed and kept in the policy folder.

*This Policy links to:*

*NQS 7.1- 7.1.1., 7.1.2, 7.1.3*

*Regs- 31, 55-56, 168,170 & 171*

### *Reference*

*Education and Care Services National Regulations. (2011).*

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

*How to develop and update policies successfully (2012)*