

WRITING, REVIEWING AND MAINTAINING POLICIES

NFC regularly review policies and procedures to ensure they align with quality practice within the centre focusing on being responsive to feedback as identified through the service's risk management and quality improvement systems¹.

NATIONAL QUALITY STANDARD (NQS)

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.

PURPOSE

To comply with the National Quality Framework Nightcliff Family Centre (NFC) will review policies and procedures on a publicised schedule, or sooner if required. Circumstances for early review include:

- Changed business requirements
- Amendments to NQs, legislation or regulations, and
- Opportunities to continuously improve / achieve best practice.

NFC works collaboratively with educators and families to ensure feedback is heard and included where possible when updating our policies and procedures with the wellbeing of children enrolled at the centre at the core of all decision making.

¹ Guide to National Quality Framework, 2017 (amended 2020)

SCOPE

This policy applies to the following stakeholders:

- Educators / all employees
- Management (including Approved Provider and Nominated Supervisor), and
- Families.

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 service and help to inform families how the service operates.

Details

- NFC policies and procedures are underpinned by the:
 - Early Years Learning Framework, ECA Code of Ethics
 - Education and Care Services National Law and National Regulations
 - NQs, and
 - Other (NT) legislation applicable.
- Policies and procedures will be made available for families and educators to view and will be published on the [NFC website](#).
- Policy development will be undertaken in consultation with management, staff and families of children attending the centre.
- NFC policies and procedures are to be reviewed:
 - As per the document review routine, or more often if required (e.g. due to changes in regulations, legislation, and/or centre practices).
 - Feedback from stakeholders listed under scope will be incorporated at the time of review.
 - Reviews to be documented in the policy document with changes identified.
 - 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.
- Procedures include details as to how each policy will be implemented within the centre and provide step-by-step instructions to ensure they can be followed by the reader.
- All policies will be signed, sourced/referenced, and dated at each review.
- Policies include clear, simple statements and are presented in a logical format.
- Advice is to be provided to all staff where new policies and procedures are implemented to provide the best possible environment and practices.

- Policies will be informed by relevant local authorities where appropriate. This may include advice from Kid Safe, Cancer Council and Red Nose Australia.

Reviewing a policy

When a Policy is due for review or following an incident, receipt of feedback, or as part of the continuous improvement process the following steps are to be followed:

Scheduled review

1. Review of policy by:
 - Director
 - Relevant staff member / subject matter expert
 - Committee Member.
2. Policy to be reviewed and endorsed by Volunteer Parents Committee at the next meeting.
3. Policy to be updated in the online database.
4. Staff to be informed of any changes to policy at following staff meeting.
5. Quarterly advice issued to all members via email and/or app of all updated policies and a link to the online data base.

Unscheduled review

1. Upon receipt of feedback from staff, families / members or committee members, or in the event of amendments to NQs, legislation or regulations update the policy where relevant (this can be undertaken by the member who provides feedback).
2. Policy to be reviewed and endorsed by Volunteer Parents Committee at the next meeting.
3. Policy to be updated in the online database.
4. Staff to be informed of any changes to policy at following staff meeting.
5. Policy to be included in next quarterly advice issued to all members via email and/or and include a link to the online database.
6. Review window to be updated to the amended timeline, eg:
 - Last review: January 2025
 - Next review: January 2026
 - Adhoc review: August 2025
 - Next review: August 2026.

Regulations

In accordance with Regulation 172 of the Education and Care Services National Regulations, NFC must ensure parents of enrolled children 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.

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.

Where any major policy and procedure changes occur, special advice will be provided to all members (families) to advise via app and/or email, above and beyond quarterly routine updates.

As an approved provider NFC must ensure the following policies are in place (Regulation 168 of the Education and Care Services National Regulations):

- 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
- Safe Transportation of Children
- Safe Arrival of Children
- Excursions
- Providing a Child Safe Environment
- Staffing
 - Code of Conduct
 - Determining the Responsible Person
 - Participation of Volunteers and students.
- Interactions with Children

- Enrolment and Orientation
- Governance and Management
 - Confidentiality of records.
- Acceptance and refusal of authorisations
- Payment of Fees
- Dealing with Complaints.

REVIEW

POLICY REVIEWED BY	Hannah West	Title/role	Chairperson
POLICY REVIEWED	August 2025	NEXT REVIEW DATE	August 2027
MODIFICATIONS	<ul style="list-style-type: none"> • Re-write with focus on amendments to the 'reviewing a policy' section, general structure and flow. • Changes to communication to families. 		

POLICY REVIEWED BY	Judy Rondon	Title/role	Director
POLICY REVIEWED	August 2024	NEXT REVIEW DATE	August 2026
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy review • updated Reg. 168 policy requirements • sources checked for currency and updated as required 		

POLICY REVIEWED BY	Judy Rondon	Director	August 2022
POLICY REVIEWED	August 2022	NEXT REVIEW DATE	August 2024
MODIFICATIONS	<ul style="list-style-type: none"> • Sources checked for currency • Minor edits throughout the policy • Links with National Quality standards added • Additional section added for Continuous Improvement • Additional section added for Related Resources • Additional information added regarding Regulation 168 – Required Policies 		