



## Policy Review and Evaluation Policy

### Policy Statement

As an organisation committed to high quality early childhood education and care, we have a number of policies and procedures that guide and support staff in their work with children and families as well as the management of the Preschool. Documented polices and procedure have been developed to support effective administration and management systems are in place and ensure compliance with legal requirements.

### Policy Goals

Management and staff will monitor and review the effectiveness of all policies to ensure:

- Updated information regularly and information is incorporated as needed
- Policies and procedures are readily accessible to all staff, educators, families, volunteers and visitors.
- That when an existing policy is updated or a new policy developed, it is circulated to staff and families for their feedback.
- Policies and procedures are updated every 3 years and new policies are developed as the need arises.
- All new staff are informed of where to find and access Policies and Procedures in digital or hard copy format as part of the induction process.

## **Monitor, Evaluation and Review**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the Preschool; a family's ability to utilise the service; the fees charged or the way in which fees are collected

### **Relevant Legislation**

- Work Health and Safety Act 2011 to be read in conjunction with the Work Health and Safety Act 2102
- NSW Occupational Health and Safety Act 2011. Occupational Health and Safety Regulations 2012
- Education and Care Services National Regulations
- Children (Education and Care Services National Law Application) Act 2010.
- National Quality Standard for Early Childhood Education and Care and School Age Care. Standard 7.3

**Updated**

April 2022

**Review Date**

2025 or when procedure, practice or legislation changes.