

WODEN EARLY CHILDHOOD CENTRE

POLICY REVIEW POLICY

POLICY STATEMENT:

Woden Early Childhood Centre priorities policy review and development as a way of ensuring that its practices reflect best practices and the provision of high quality care

Woden Early childhood Centre invites involvement of all stakeholders in the policy development and review process. This includes staff, families and the management committee.

This policy reflects inclusive practices at Woden Early Childhood Centre. Please read the inclusion Policy.

RATIONALE:

“Child care services need policies to guide the actions of everyone involved in the services operations. Policies ensure that the wellbeing of children, families, and staff is planned for, and that these plans are consistently implemented. Effective policies can provide security and peace of mind by creating common understandings and expectations about how things are done at the service. Policy development should include collaboration among all stakeholders and the collection of relevant information. Policies are ‘living’ documents that should be regularly reviewed to respond to the individual needs of those working with them to reflect new knowledge and meet changing trends in the service and wider community”(ROWE)

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: Act centre based Children’s Services conditions 2000, 1.17, 1.18

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System – Practices Guide PRINCIPLES 1.6, 2.1, 2.3, 6.1, 6.2, 6.3, 6.5, 6.6, 7.1, 7.2, 7.3.

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Source Documents:

Rowe, K, Developing a Policy QIAS Factsheet #4 retrieved on December 9 from www.ncac.gov.au/factsheets/qias_factsheet_4.pdf

McFarlane and Willett, Dating and sourcing Policies, Putting Children First, NCAC Issue 17 March 2006 (page 8-9)

Linking Policies:

Inclusion

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

The Policy Review Process

Woden Early Childhood Centre has an existing list of policies and procedures that make up the everyday practices at the Centre. These have been developed over the years by staff and families working in partnership in this process. Policies need to be reviewed regularly to ensure that we are continuing to provide high quality care and following the recommended best practice and pedagogy of the time.

The review process necessitates the involvement of different members of the Centre community. The Process is as follows:

- 1) The Director – drafts, develops and resources the policies
- 2) The Assistant Director – refines, updates information and re-resources the policies and co-ordinates the review process by circulating the policies to all parties and making changes and additions in response where needed
- 3) The Staff – have access to the policies under review for a period of two weeks. They may also discuss policies through the year at staff meetings.
- 4) The Parent policy review committee and Management Committee – are emailed three policies for review each week that the Centre is reviewing policies. The parent committee return suggested changes to the Assistant Director in a two week period.
- 5) After two weeks review time with the policy review committee the relevant changes and suggestions are incorporated into the policy.
- 6) The policy is then labelled as “DRAFT” and emailed back to the management committees for final review and comment. Ratification is noted formally in the next committee meeting. Meetings are held on the last Tuesday of each month. It may be expedient for the management committee to meet out of session to ratify large numbers of policies in order to distribute them to families..
- 7) The attached policy review checklist is used to ensure that the policy review process has been completed efficiently to the same high standard

Goals for the Policy review process

It is the plan of Woden early childhood Centre to develop a current policy CD for all existing families within the Centre, This Process is repeated annually with the New Policy CD distributed in time for the start of the new school year when the centre has its largest intake of new families.. Policy CD's are provided for all families and staff on orientation to the Centre.

Policy distribution

Policy distribution will take place via a CD with the complete set of policies and handbooks as Woden Early Childhood Centre is conscious about the volume of paper needed to print all policies for all families and staff. Woden understands that there may be some families without computer access and will provide a printed copy of the Policies on request.

In the case where a policy has been reviewed during the year it will be circulated to existing families via email and drawn to their attention as an updated policy for their records.

Woden Early Childhood Centre

Cover page format adapted from Child Care Co-operative Model Policy

Woden early childhood Centre will maintain a directory on the computer with up to date policies which can then be copied to CD during the year when new children start on a case by case basis. Larger volumes of the CD are produced at the end/start of the year to cater for increased numbers of new families.

Parents and staff are asked to sign a register accepting the receipt of the policies.

Policy inclusions

Woden Early Childhood Centre has adopted the Cover page format from Child Care Co-operative's Model Policy to ensure consistency in appearance and content, Headings on the cover page include:

- 1) POLICY STATEMENT
- 2) RATIONALE
- 3) SCOPE
- 4) RELEVANT LEGISLATION
- 5) QUALITY ASSURANCE SYSTEM
- 6) LOCATION OF INFORMATION
- 7) SOURCE DOCUMENTS
- 8) KEY RESOURCES
- 9) LINKING POLICIES
- 10) DATE ENDORSED BY COMMITTEE
- 11) DATE TO BE REVIEWED

Sourcing

Woden Early childhood Centre recognises the importance of sources its information from recognised authorities, organisations and authors. Each policy is linked to current information including books, professional journals and websites, this is to ensure that practises are up to date and information is relevant. The policy sources are reviewed annually with the policy as information can become out of date quickly. .

Referencing

When referencing information used in policy development Woden Early Childhood Centre will follow the recommendations outlined in Dating and Sourcing policies by Jan McFarlane and Loretta Willett (2006) Clear referencing allows the reader to be able to access the same information used in the development of the policy.

Books – record the author, year published, title publisher and city

Websites – record the name of the organization followed by the website in closed brackets and then the date the information was downloaded.

Journal article – author, date and then title, name of the journal in italics followed by issue and page numbers.

