



Coowarra Out Of School Hours

Care Service inc

Policy Development and Review Policy

POLICY STATEMENT

Coowarra OOSH aims to provide effective management through the ongoing development and review of policies for the efficient operation of the service. This will ensure clear and effective communication between Educators and families which in turns will support the transition for children between home and the service (*"My Time, Our Place"* Outcome 1). Our goal is to ensure that all service policies will be written in plain english and enhance service delivery. Management will ensure that all Educators and families are aware of relevant policies and have free access to the policy manual in a timely manner.

PROCEDURE

Management will ensure the development of all required policies under the National Quality Framework (NQF)

Other policies are to be developed as deemed necessary by the management.

This will be based on the following criteria:

- An issue or problem arises that is not able to be addressed in a current policy.
- Daily operations of the service are unclear to educators, parents or management.

All policies will reflect the current philosophy of the service which is based on the school age care framework " My time, Our Place".

Policies will be recorded in a loose-leaf policy booklet along with the centre's philosophy, date of endorsement and date of review. This booklet is to be kept in the specified place and made available to those who wish to see it.



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Management will ensure that the Nominated Supervisor ensures any new management members, educators and families entering the service are made aware of the policy booklet and any specific policies relevant to them.

Any persons involved in the service are to feel welcome to make suggestions and discuss any concerns they may have regarding current policies. Parent/guardians and Educators will be informed of this policy on enrolment/employment and through the Service Information Booklet.

Educators and parent/guardians and any other relevant persons will be encouraged to have input into the development, review or changes to any policies and where appropriate be involved in the development of these policies.

All new policies, or changes to existing policies will be reviewed in the time frame of 6 operating weeks with a minimum of 14 days notice provided to parent/guardians of any policy change being implemented.

All other policies will be reviewed when due or if there are changes to legislation or recognized best practice.

The review of policies will be based on the following criteria;

- Is the policy operating effectively?
- Does it include appropriate responses to individual incidents?
- Does it meet the needs of all involved in the centre?
- Does it meet the aims and objectives as outlined?
- Is it consistent with current philosophy?
- Is it consistent with current legislation, acts and standards?

Any changes to existing policies will be circulated immediately to all involved in the service through individual notes, notice boards, personal contact and if felt necessary through a group meeting. The date the changes will become effective will be noted.

All changes are to be recorded in the Meeting minutes of the Management with the date of endorsement and review.

As an ongoing practice specific policies may be mentioned again through notice boards, letters or personal contact to highlight any relevant issues. This may be required if there is a recurring problem arising or to highlight any specific current issues in the running of the centre.

A set of the current policies will be available for all families to access as required.



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CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
<p>Education and care Services must have polices and procedures (R168)</p> <p>Policies and proceerdures to be followed (R94)</p> <p>Notification of change to policies and procedures (R172)</p>	<p>National Standard 7: Element 7.3.5 ‘Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly’.</p>	<p>-</p>

<p>UPDATED AND ENDORSED: December 2022</p> <p>DATE FOR REVIEW AND EVALUATION: March 2026</p>
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