POLICY AND PROCEDURE REVIEW POLICY

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1 **NQS**

<table>
<thead>
<tr>
<th>QA4</th>
<th>4.2.2</th>
<th>Professional standards guide practice, interactions and relationships.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>QA7</th>
<th>7.2.1</th>
<th>There is an effective self-assessment and quality improvement process is in place.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7.1.2</td>
<td>Systems are in place to manage risk and enable the effective management and operation of a quality service.</td>
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<tr>
<td></td>
<td>7.1.3</td>
<td>Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.</td>
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2 **National Regulations**

<p>| | | |</p>
<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td>168</td>
<td>Education and care service must have policies and procedures</td>
<td></td>
</tr>
<tr>
<td>170</td>
<td>Policies and procedures to be followed</td>
<td></td>
</tr>
<tr>
<td>171</td>
<td>Policies and procedures to be kept available</td>
<td></td>
</tr>
<tr>
<td>172</td>
<td>Notification of change to policies or procedures affecting ability of family to utilise service</td>
<td></td>
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3 **Aim**

As a part of our commitment to the provision of high quality services, we aim to regularly review our policies and procedures to ensure excellence and compliance.

Our review processes will provide an important opportunity for families to offer their input into the practices at the service.

4 **Related Policies**

All Policies used by the Service.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, Kids Uni CBD, Kids Uni iC – Preschool, Kids Uni iC – OOSH.

4 **Who is affected by this policy?**

Child
Educators
Families
Management

5 **Implementation**

5.1 All policies and procedures will be made available to families during the enrolment and orientation period for their child.

5.2 Educators will notify families of how to access policies and procedures and where they are located in the service. In addition, policies and procedures are located on the Kids Uni website.
5.3 Our educators and other staff will ensure that all policies and procedures are reviewed regularly and in response to changing needs, family feedback, and regulatory or legislation changes. This gives both families and educators opportunities to suggest elements that may need to be improved.

5.4 For educators and management this could occur:
   i. At educators meetings.
   ii. At the policy review points.
   iii. Through kinderloop
   iv. Through staff communication diaries

5.5 For families this could occur:
   i. Via kinderloop, Hubworks or email
   ii. At the policy review point – displayed in the centre
   iii. At parent/educators meetings or forums

We will focus on sharing policies with families as they are reviewed if there are significant changes or if the policy is particularly relevant to their daily lives in the centre.

5.6 In addition, at any time of the year educators, other staff and family members are invited to enquire and have input into the policies and procedures.

5.7 All educators at the service must be informed of any changes to policies.

5.8 The service will ensure that parents of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have a significant impact on—
   i. the service's provision of education and care to any child enrolled at the service; or
   ii. the family's ability to utilise the service

6 Sources
   Education and Care Services National Regulations 2011
   National Quality Standard
7 Review
This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.

8 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Feb 2012</td>
<td>Feb 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
</tr>
<tr>
<td>2</td>
<td>Feb 2013</td>
<td>Feb 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with notification that policies are available on the website. The review period changed to 3 years.</td>
</tr>
<tr>
<td>3</td>
<td>Feb 2014</td>
<td>Mar 2017</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Added new communication tools such as Hubworks and Kinderloop. Updated NQS references.</td>
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<tr>
<td>4</td>
<td>Jul 2018</td>
<td>Jul 2021</td>
<td>K.Grose – Children’s Services Manager</td>
<td></td>
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</tbody>
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