

ARMIDALE OUT OF SCHOOL HOURS CARE

Policy Development and Review Procedure

Policies:	All Armidale Out of School Hours Care Policies
Regulation/s/ Standards:	Education and Care Services National Law and Regulation- Inclusive National Quality Standards 1 to 7
Other Procedures:	Management of Records
References:	ACECQA, DESE, Safe Work NSW, Privacy Act, 1998, Early Childhood Australia Code of Ethics, United Nations Convention for the Rights of the Child
Date effective	August 2022
Date for review	December 2023
Purpose	To provide effective management of Armidale Out of School Hours Care through the ongoing development and review of service policies, thereby enhance service delivery
Responsibility	Directors, Management and Nominated Supervisor.

Key information:

Armidale Out of School Hours care seeks to ensure that all policies are written in plain language, are clearly understood by all partners, reflect current legislative requirements and industry trends and are easily accessible.

Procedures:

Management will ensure that all policies required under the National Law, Regulations and National Quality Framework are developed and reviewed on a regular basis.

All policies will reflect the current philosophy of the service which is based on the school aged framework, *My Time, Our Place*.

All policies will be reviewed bi-annually, or more frequently as legislation changes and/or the need arises.

Policy review will be based upon the following criteria:

- Is the Policy effective?
- Is it consistent with current legislation, Acts and Standards?
- Does it include appropriate responses to individual incidents?
- Does it meet the needs of all partners in Armidale Out of School Hours care?
- Does the policy take into account the philosophy and aims of the service?

Consultation and Approval:

In general, all policies will be presented to Armidale & District Family Day Care Board of Directors for consideration and approval.

Relevant policies may also be circulated to Educators and families for feedback.

Specific policies may be brought to the attention of families through newsletters or personal contact in order to highlight individual issues.

Availability of the Register of Policies:

Armidale Out of School Hours Care's Family Information Book contains a detailed list of all service policies and is accessible on Armidale Family Day Care's website; families are advised to contact Management should they wish to access a copy of a specific policy.

Paper based copies of the Register of Policies are kept in the service and in the Coordination Unit office.

All Educators have a Register of Policies and Procedures included in their staff Handbook.