

ARMIDALE & DISTRICT FAMILY DAY CARE

Policy and Procedure Development and Review Policy

Related documentation Policy/policies:	Complaints Handling, Code of Conduct, Enrolment & Orientation, Governance, Keeping a Register, Training & Professional Development.
Regulation/s/ Standards:	Educational & Care National Regulations 31, 55-56, 168, 170-172 National Quality Standard 7
Related procedures:	Management of Records, Confidentiality, Supervision, Workplace Health & Safety.
References:	Privacy Act, 1998, Early Childhood Australia Code of Ethics, United Nations Convention for the Rights of the Child & Commonwealth Child Care Handbook, 2020.
Date effective	November 2024
Date for review	November 2027
Purpose	To ensure all policies and procedures in Armidale FDC and Armidale OSHC are regularly reviewed to ensure they are inclusive of all current legislation and best practice models.
Responsibility	AFDC Board of Directors and Management

Key information:

AFDC will ensure that all management, staff and Educators working with the Company have access to all policies.

AFDC will use our best endeavours to ensure that policies and procedures are followed by all stakeholders.

Procedures:

- All policies and procedures will be available for families and Educators to view via Armidale and District Family Day Care's website
- All policy development and review will be undertaken in consideration of the best interests of AFDC service stakeholders, that is, management, staff, Educators, families and children.
- AFDC will ensure that all policies and procedures are reviewed regularly, and when required (e.g. due to legislative changes and service practices),
- Educators, families and our community will have input into policy development through their representation on AFDC's Board of Directors,
- All policies will be sourced, referenced and dated at each review,

- Armidale FDC & OSHC Management will continuously seek out relevant up to date information and research to be included in policies and procedures in order to provide the best possible practices and outcomes,
- Armidale Family Day Care and OSHC Family Information Books will provide families with information about service policies and links to access them through the Company website.

Timeframes for Communication:

AFDC will notify families at least 14 days before changing a policy or procedure if the changes will:

- Affect the fees charged or the way they are collected
- Significantly impact the service's education and care of children, or
- Significantly impact the family's ability to use the service.

Procedure for review of Policies and Procedures:

- Management and staff review policies and procedures in accordance with the review calendar, as well as a result of incidents, feedback and their continuous improvement process,
- All draft policies will be presented to AFDC's Board of Directors for review. The Board comprises representatives of FDC Educators & families and OSHC families, together with community professionals,
- Procedures will be reviewed and amended by Management and presented to Directors prior to being added to the Procedure Portfolio and uploaded to the Company website.
- Management will accept feedback from Directors and amend policies accordingly, where necessary and in accordance with pre-existing legislation,
- Upon approval, policies will be uploaded onto the Company website,
- All policies and procedures will be developed using information from reliable sources.

Continuous Improvement:

Armidale & District Family Day Care Limited encourages a holistic approach to policies and procedures. While a schedule is maintained to ensure all policies and procedures are reviewed regularly, AFDC may revise, and if necessary, amend unscheduled policies and procedures based on the needs of our services.