

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Policy Development and Review Procedure*

<b>Policies:</b>	All Armidale Out of School Hours care Policies
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulation- Inclusive National Quality Standards 1-7
<b>Other Procedures:</b>	All Armidale Out of School Hours Care Procedures
<b>References:</b>	ACECQA, Australian Dept. of Education.
<b>Date effective</b>	November 2025
<b>Date for review</b>	November 2028
<b>Purpose</b>	To provide effective management through the ongoing development and review of service policies and thereby enhance service delivery
<b>Responsibility</b>	Directors, Management and Nominated Supervisors.

#### **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 Armidale OSHC which is based on the school aged framework, *My Time, Our Place*.

All policies will be reviewed on a three yearly basis, 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 meet the needs of all stakeholders 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.

**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 Procedures.

The Family Information Book also provides families with a link to access copies of Policies and Procedures on Armidale & District Family Day Care's website.

**Responsibilities**The Approved Provider will:

- Take reasonable steps to ensure that copies of all policies are readily available to Nominated Supervisors, Educators and are available for inspection by families.
- Notify families at least 14 days in advance before changing a policy if the changes will:
  - Affect the fees charged or the way they are collected,
  - Significantly impact the service's education and care for children, or
  - Significantly impact families' ability to utilise the service.

The Nominated Supervisors will:

- Upload policies to the Armidale & District Family Day Care website upon their ratification.
- Ensure that Armidale OSHC Register of Policies and Register of Procedures is maintained accurately.
- Ensure that Armidale OSHC Policies and Procedures are reviewed in line with their due dates.
- Ensure that Educators, families and children are made aware of any changes to Armidale OSHC policies and procedures as part of the Policy Development and Review process.