



POLICY REVIEW

POLICY

P4.0341.1

POLICY REVIEW POLICY

DIVISION: Sport, Community and Activation

BRANCH: Community Outcomes - Family Day Care

CATEGORY: 3

PART 1 - INTRODUCTION

1. BACKGROUND

- 1.1 Policies and procedures required under regulations 168 and 169 of the *Education and Care Services National Regulations* should be informed by the service's philosophy statement, current research and contemporary views on best practice, including Early Childhood Australia's Code of Ethics and advice from other recognised authorities.
- 1.2 A regular system is required to ensure that policies and procedures are reviewed, in consultation with all stakeholders, to remain current and informed.

2. OBJECTIVE

- 2.1 As a part of our commitment to the *National Quality Framework (NQF)*, our service will review our policies and procedures to ensure excellence and compliance.
- 2.2 Our review processes will provide an important opportunity for families to offer their valuable input into Family Day Care (FDC) practices and how best to meet the needs of each child being educated and cared for.

3. SCOPE

- 3.1 This policy applies to:
 - Camden Council FDC Service
 - Staff
 - Educators
 - Children enrolled in an FDC Service and their families.

4. DEFINITIONS

- 4.1 **Approved Provider** means a person who holds a provider approval (*Education and Care Services National Law*). A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions. The Approved Provider for the purposes of this policy is Camden Council.
- 4.2 **Co-ordination Unit** means the Camden Council FDC principal office and main faculty for running the Service from which staff work.

- 4.3 **Co-ordinator** means a member of the Co-ordination Unit employed by the Approved Provider to monitor and support the FDC educators registered with the service.
- 4.4 **Educator** means an individual suitably qualified and registered by Camden Council FDC to provide education and care and refers to the educator as the business owner, educator assistant or relief educator.
- 4.5 **Family Day Care (FDC)** means a type of education and care service that is run from the educator's own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
- 4.6 **FDC Service** means the FDC education and care business of each individual educator or refers to Camden Council FDC service.
- 4.7 **National Quality Framework (NQF)** means Australia's system for regulating early learning and school age care including legislation and national quality standard, sector profiles and data, and learning frameworks.
- 4.8 **Nominated Supervisor** means a person appointed by the Approved Provider and who has given consent to be appointed to be in day to day charge of a service and must be contactable during the hours educators are providing education and care.
- 4.9 **Staff** means employees of Camden Council FDC.

PART 2 - POLICY STATEMENT

5. PRINCIPLES

- 5.1 We will ensure that policies and procedures follow a review schedule and will be reviewed at least every three years, and these will be prioritised as required to meet legislative requirements and ensure children's health, safety, and wellbeing.
- 5.2 Policies and procedures may be reviewed sooner than scheduled if required:
- When there are changes to legislation.
 - When there is a serious incident.
 - When best practice information is updated or released.
- 5.3 The prescribed policies and procedures are stored in Council's electronic filing system and will always be available for inspection at each FDC residence and venue and the co-ordination unit. Families will be notified upon enrolment of the existence of policies and procedures and educators will ensure families know where they are located at the residence and have access to these.

6. CONSIDERATIONS

6.1 Considerations for policy development

- 6.1.1 Policy and procedure development will be coordinated by the Approved Provider who may engage early education experts to make recommendations for changes.

- 6.1.2 Policy and procedure development will take into consideration the service's philosophy statement, current research, and contemporary views on best practice.
- 6.1.3 Policies and procedures developed will be comprehensive, current, and relevant to the FDC community.
- 6.1.4 Policy and procedure development will occur in consultation with stakeholders through a variety of communication styles.
- 6.2 Considerations for reviewing existing policies and procedures
- 6.2.1 Policy and procedure review will occur in consultation with stakeholders being staff, educators, families, children, and the community.
- 6.2.2 The following considerations will be applied during the policy review process:
- Is the policy consistent with the philosophy of the service?
 - Is the policy relevant to Council managed FDC?
 - Does the policy take into account all of the legislative and regulatory mandates that specifically apply to the service?
 - Does the policy conform to the format used for other policies?
 - Are there particular community needs, conditions or funding that must be considered?
- 6.3 When a policy or procedure review or development is complete
- 6.3.1 Families will be notified at least 14 days before changing the policy or procedures if the changes will:
- Affect the fees charged or the way they are collected or
 - Significantly impact the service's education and care of children or
 - Significantly impact the family's ability to utilise the service.
- 6.3.2 The current version of any policy or procedure will be issued to each FDC residence and venue and the co-ordination unit.
- 6.3.3 Training will be arranged to support the implementation of any changes should this be required.

7. ROLES AND RESPONSIBILITIES

7.1 Approved Provider

- Ensure that obligations under the *National Quality Framework* are met.
- Ensure the Nominated Supervisor and Co-ordination Unit have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.

- Ensure the service has policies and procedures covering a range of areas set out in Regulations 168 and 169 of the *Education and Care Services National Regulations*.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

7.2 Nominated Supervisor

- Complete responsibilities as delegated by the approved provider.
- Initiate the development and review of policies and procedures as outlined in this policy.
- Lead stakeholder engagement consultation to support policy and procedure development and reviews.

7.3 Co-ordination Unit Staff

- Ensure they follow Camden FDC policy and procedures and implement and maintain all requirements under these and as directed by the nominated supervisor.
- Implement this policy.
- Keep up to date with best practice and changes to laws, regulations, and standards.
- Provide feedback to the Nominated Supervisor if any policies or procedures may require review outside of the policy review schedule. This may be when:
 - There are changes to legislation.
 - There is a serious incident.
 - Best practice information is updated or released.
- Actively engage with the policy and procedure development and review consultation process.
- Communicate required changes to educators, provide training and support as required to assist them with the implementation of changes.
- Support the Nominated Supervisor to conduct consultation with stakeholders to support policy and procedure development and reviews.

7.4 Educators

- Provide feedback to co-ordinators about policies and procedures and suggestions for change that may require review outside of the policy review schedule.
- Actively engage with the policy and procedure development and review consultation process.

- Inform families about the location of policies at the FDC residence.
- Refer to the relevant policy and/or procedure to clarify and communicate decisions about practice.

7.5 Families

- Engage in consultation about policy and procedure development and review.

8. INDUCTION AND ONGOING TRAINING

- 8.1 Induction will be implemented prior to each educator being registered with Camden Council FDC Service, and annually at the time of re-registration, focusing on this policy and related procedures.
- 8.2 Induction and ongoing training will be implemented for all FDC staff, focusing on this policy and related procedures.

9. MONITORING, EVALUATION AND REVIEW

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.
- 9.2 Families, educators, and FDC staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with Regulation 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

10. SOURCES AND RESOURCES

- [ACECQA Preparing NQF policies and procedures](#)

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RELEVANT LEGISLATIVE INSTRUMENTS: *Children (Education and Care Services) National Law (NSW)*
Education and Care Services National Regulations
National Quality Standard | Australian Children's Education and Care Quality Authority (ACECQA)

RELATED POLICIES, PLANS AND PROCEDURES: Governance and management policy
Staffing policy

RESPONSIBLE DIRECTOR: Director Sport, Community and Activation

APPROVAL: General Manager through the Executive Leadership Group.

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1	ELG	New	19/05/2022	22/221272