

7.07 DEVELOPMENT & REVIEW OF FDC PROCEDURES

Purpose Statement

The National Regulations require services to prepare and maintain a range of policies and procedures. Through collaborative development and review of policy and procedure documents, Windermere's Family Day Care aims to deliver high quality education and care outcomes for children and their families.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators, contractors and families.

Policy Statement

TO DETAIL RESPONSIBILITIES FOR DEVELOPMENT, REVIEW AND APPROVAL OF FDC PROCEDURES.

ACTIVE PARTICIPATION OF EDUCATORS AND PARENTS IS REQUIRED AS PART OF THE REVIEW OF NEW AND REVISED PROCEDURES.

Procedures

Policy & Procedure Development

1. Policies and procedures are developed and numbered by the Coordination Unit to reflect the 7 Quality Areas of the National Quality Framework. These are:
 - QA1- Educational program and practice
 - QA2- Children's health and safety
 - QA3- Physical environment
 - QA4- Staffing arrangements
 - QA5- Relationships with children
 - QA6- Collaborative partnerships with families and communities
 - QA7- Leadership and service management.
2. In developing a draft policy or procedure, the Coordination Unit must consider:
 - a. Legislation
 - b. Service specific compliance requirements
 - c. Existing systems (mapping systems where required)
 - d. Consultation with educators and families
 - e. Collaborating with relevant personnel (i.e. the Quality Improvement team, Human Resources team) to inform the content of the policy
 - f. Broader organisational policies, procedures and guiding documents, such as the Strategic Plan.

7.07 DEVELOPMENT & REVIEW OF FDC PROCEDURES

- Naming conventions are to be consistent across all FDC policies and procedures. A footer is to be included on all policy/procedure documents, detailing 'Approval Date / Date of Review / Next Review Date / Page Number'.
- It is the responsibility of the Quality Improvement team to monitor the review dates of all policies and procedures and ensure they remain current at all times.

Policy & Procedure Review

- The Quality Improvement team will alert the FDC Coordination Unit when a review is due to assist FDC in maintaining currency and compliance.
- A review may be initiated outside of review timeframes where service-specific or broader sector change has potential implications.
- The review process is to be a collaborative process that considers the feedback and input of all interested stakeholders, including educators and families accessing services (as relevant).
- Educators and families will be invited to contribute to the review of policy and procedure documentation. The Coordination Unit in collaboration with Family Day Care staff are responsible for analysing all comments submitted by educators and/or families and identifying which feedback will inform the review process.
- The Coordination Unit will report changes/updates to the Quality Improvement team for document editing.
- Upon completion of updating procedure documents, the Quality Improvement team is responsible for uploading to the Intranet and the Family Day Care portal on Windermere's website.

NOTE: Upon review, the 'review' dates and 'next review' dates are to be updated in the footer of the document and on the FDC Policy and Procedure Spreadsheet.

- Assigned responsibility for policy development, review and approval is detailed in the table below.

Policy Area	People Responsible for Writing Policy Drafts	People Responsible for Policy Review	Final Approval Authority
Educational Program and Practice	Manager ECECS / QI Coordinator	Manager ECECS/Educators/ Consumers	Manager ECECS
Health and Safety	Manager ECECS / QI Coordinator	Manager ECECS/Educators/ Consumers	Manager ECECS
Physical Environment	Manager ECECS / QI Coordinator	Manager ECECS/Educators/ Consumers	Manager ECECS

7.07 DEVELOPMENT & REVIEW OF FDC PROCEDURES

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Staffing Arrangements	Manager ECECS/Human Resources	Manager ECECS/Human Resources	Manager ECECS
Relationships with Children	Manager ECECS / QI Coordinator	Manager ECECS/Educators/ Consumers	Manager ECECS
Collaborative Partnerships with Families and Communities	Manager ECECS / QI Coordinator	Manager ECECS/Educators	Manager ECECS
Leadership and Service Management	Manager ECECS/QI Coordinator/Human Resources (educator contracts/insurance)	Manager ECECS/Educators	Manager ECECS/Director Community Services & Business Development

Communication/Dissemination

1. It is the responsibility of the Coordination Unit to inform all staff, educators and consumers of the implementation of new and revised policies.
2. All new and revised policy and procedure documentation will be made available to educators and families via the educator and family portals.
3. Educators and/or families are invited to contact the service directly if they require assistance in reading or interpreting content, and understanding practice related requirements.

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011

Related Policies & Links

- Family Day Care Policy & Procedure Spreadsheet