



Clarence Childhood Services Association Inc.
trading as
Clarence Family Day Care

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Links to National Standards: 7.1.1, 7.3.2 & 7.3.5

POLICY DEVELOPMENT POLICY

AIM:

To provide a clear format for the design and ongoing development of service policies that enhances the professionalism of the service and encourages compliance with applicable children's services legislation.

RATIONALE:

To give stakeholders of Clarence Family Day Care the option to provide input to policy making. Parents, educators and staff will be invited to have input into the drafting and compiling of scheme policies.

To ensure that policies are compliant with current applicable legislation and in line with the recommendations of recognised authorities.

POLICY:

- Whenever possible, policies will be developed on a similar pro forma of aim, rationale, policy and if applicable, procedures.
- Stakeholders of Clarence Family Day Care will be given the opportunity to have input into policy making and feedback will be acknowledged and considered.
- All educators and the co-ordination unit staff will have access to a copy of current policies that can be viewed by parents. Policies will be available to the wider community on the Clarence Family Day Care website. www.cfdc.com.au
- Policies will be reviewed on a regular basis (eg. as regulations/requirements change or incidents indicate a need for a change in policy).
- Policies will reflect current scheme practices and procedures and community expectations.
- Policies will enhance regulations, as regulations are minimum requirements only.
- Policies will show the date of the most recent review of the policy and, where applicable, give reference to the source of the information provided in the policy.
- Stakeholders will be notified at least 14 days prior to the implementation of new or altered policies.
- All policies reviewed will be ratified by the CCSA Committee prior to release.

Relevant Legislation: *Education and Care Services National Regulations 2011;*