

PURPOSE

Clarence Family Day Care Service develops policies to guide our actions and to help us achieve our goal of providing a professional, quality, inclusive and supportive early education and care service. Policies provide consistency, direction, clarity, uniformity and underpin how our service operates.

SCOPE

This policy applies to the approved provider, staff, educators, educator assistants, children, families, and visitors of Clarence Family Day Care Service

POLICY

Policies support the implementation of legislation in our organisation. Policies set our standards of operation. Policies are to be followed and underpin what is to occur. Policies have been developed to fit most situations. However there maybe a time when the policy does not fit a situation. *Discretion may be required at times and when this may need occur, the Manager is the designated role that can approve the diversion from the policy for that specific situation/occasion.* This will be given in writing when and if this occurs.

PROCEDURE

- Whenever possible, policies will be developed on a similar pro.
- Stakeholders of Clarence Family Day Care will be given the opportunity to have input into policy making. All feedback will be considered.
- All educators, staff and families will have access to a copy of current policies.
- Families are able to access policies via their educator, the office or other implemented electronic means.
- Policies will be reviewed on a regular basis (eg. as regulations/requirements change, research developments or incidents indicate a need for a change in policy).
- Policies will reflect current service 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, unless the notice period would pose a risk to safety, health or wellbeing of any child enrolled in the service - Reg. 172(3)
- All policies that are in operation will be ratified by the CCSA Committee (the Approved Provider) prior to release.

NATIONAL QUALITY FRAMEWORK

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY AREA	NATIONAL QUALITY ELEMENT/STANDARD
168, 169, 170, 171, 172	6	6.2.3
	7	7.1.2, 7.1.2, 7.2.1, 7.2.3

REFERENCE & RELATED INFORMATION

- Education and Care Services National Law Act
- Education and Care Services National Regulations
- National Quality Standards

DEFINITIONS

Legislation

This is the law.

Act

This is legislation passed by Parliament. Acts can only be amended by another Act of Parliament. These set out the broad legal principles. They are a statement of law.

Regulations

These are known as 'subsidiary legislation'. Regulations dictate how the provision of the Act are applied. They are published in the Government gazette to become legal. These guide how you implement the Act.

Policy

Policies set out the principles that guide action on how to achieve the goal of the policy. Policies provide consistency, direction, clarity and uniformity.