



DRAFTING OR CHANGING POLICY

(Required regulation)

Policy Statement

One of the ways New Lambton District OOSH (NLDOOSH) provides effective management is through the ongoing development and review of policies. Our goal is to ensure that all policies are written in plain English and designed to enhance service delivery. Management will ensure that educators and families are always aware of, and able to access, relevant policies.

Procedures

- a. All policies will reflect the current philosophy of the service, which is based on the school age care framework “My Time, Our Place”.
- b. Management will ensure the development of all required policies under the National Quality Framework (NQF). Additional policies will be developed as deemed necessary by the Management Committee or Nominated Supervisor.
- c. All regulatory policies will be made available to staff and families via our website.
- d. Educators, parents and any other relevant persons are encouraged to have input into the development, review or changes to policies where appropriate.
- e. Parents of children enrolled at the service will be given at least 14 days notice of any policy changes that:
 - significantly impact the provision of education and care to any child enrolled at the service;
 - significantly impact families abilities to utilise the service;
 - affect the fees charged or the way in which fees are collected.

If the 14 day notice period would pose a risk to the safety, health or wellbeing of any enrolled child then parents will be notified as soon as practicable after a significant change is made to a policy. The day that an amended or new policy will come into effect will also be communicated.

- f. Policies will be reviewed as per review date noted on the individual policies, more frequently if the need arises, or there are changes to legislation or recognised best practice.
- g. Policy review will consider:
 - the effectiveness of the policy and whether it includes appropriate responses to individual incidents;

- whether the policy meets the needs of all involved in the centre as well as the aims and objectives outlined; and
 - whether it is consistent with the NLDOOSH current philosophy as well as current legislation, acts and standards.
- h. All major policy changes are to be endorsed by a member of the Management Committee and recorded in the minutes of the Management Committee meeting with the date of effect and review.

Considerations

Name	Reference
Education and Care Services National Regulations	168, 170, 171, 172
National Quality Standard	7
Other NLDOOSH policies/ documentation	
Other	<i>My Time, Our Place – Framework for School Age Care in Australia</i> , Council of Australian Governments 2011 Occupational Health and Safety Act 2004 Fair Work Act 2009 National Employment Standards

Policy status

Policy developed	June 2001
Last reviewed	December 2024
Due for review	June 2026
Policy owned by	Centre Coordinator