



1.6 Policy & Procedures

Purpose

The *Education and Care Services National Regulations* require John Street to have policies and procedures in place.

For John Street to maintain documented policies, procedures and practices which:

- Enable the Board to make decisions which reflect what John Street wants to achieve
- Ensure that decisions are not made on the basis of the personal opinions and wishes of a few
- Provides continuity in decision-making
- Avoid unnecessary referral of all matters to the Board for a decision
- Provide guidance to children, families, staff, Director and the Board of Management on a day-to-day basis
- Enable the Board and the staff to effectively evaluate the program, providing a framework for assessment
- Inform staff of what is expected of them
- Enables families and prospective users to be informed of the Service
- Address matters set out in sub regulation (2) of Regulation 168 of the *Education and Care Services National Regulations (2011)*.

Objective

In compliance with Regulation (r.) 168 of the *Education and Care Services National Regulations (2011) (The Regulations)*, John Street must ensure that there are policies and procedures in place in relation to a number of items, and that these policies and procedures are available to the John Street community.

John Street acknowledges that collaborative policy and procedural development and active implementation are the steps which enshrine:

- What stakeholders (families, children, management, staff and management) want John Street to achieve
- The stakeholders' philosophy and values and how John Street can achieve this vision

- What is possible and practical for the John Street staff team to effectively implement
- Legislative compliance.

Definitions

Policy - principle or rule to guide decisions and achieve specified outcomes.

Scope of Policy

These policies and procedures apply to the Board of Management, Director, Educators, ancillary staff, families, children, students on placement, volunteers and contractors involved with John Street.

Policy Statement

John Street is committed to providing quality education and childcare which develops the potential of children and staff in compliance with the legislative framework in which Victorian education and care services for children operate.

Our policies demonstrate the strong commitment John Street has to the development of child safety policies and procedures to ensure that everyone is in a safe and caring environment.

John Street's documented policies and procedures are intended to provide:

- A way in which families using the service can have a significant influence on the kind of service that is provided
- A clear statement to staff about what families expect from John Street
- A picture to the community, and especially families with young children, of the kind of education and care service that is provided by John Street.

Procedures

- John Street maintains active research into the awareness of responsibilities and guidelines pertaining to various Acts of Parliament and statutory measures that apply to education and care services for children and within a workplace in general.
- John Street will ensure that policies and procedures are in place in accordance with the legislated requirements set under the r.168 of the Regulations.
- John Street will not develop policies where there is existing legislation; however, procedures about how John Street will operate within the legislation will be developed with reference to the pertaining legislation.
- This Policy Document will be reviewed and further developed by the staff and Board of Management of John Street Community Early Childhood Co-operative in consultation with families and the community.
- In accordance with r.170 of the Regulations, the Board will take reasonable steps to ensure that the staff team at John Street, including volunteers and students, follow the policies and

procedures documented in this manual, in particular in accordance with those policies stated under r.168 of the Regulations.

- In accordance with sub-regulation (1) of r. 171 of the Regulations, John Street will ensure that current policies and procedures of John Street, in particular those stated under r.168 of the Regulations are readily accessible to the staff team, including student and volunteers at John Street, and that they are available for inspection at the service in accordance with sub-regulation (2) of r.171 of the Regulations.
- A staff publication will be accessible to staff upon employment at John Street and will be available at the centre for reference.
- A family publication outlining policies and procedures pertaining to families will be accessible to families upon enrolment at John Street and will be subsequently available on the website.

The process for the development of policies and procedures for John Street includes:

- Staff involvement
- Ongoing family feedback
- Consultation with the Board of Management
- Feedback from children, particularly areas relating to the children’s programs and menu planning
- Consultation where appropriate with relevant government departments, statutory bodies, recognised authorities and professional/industrial organisations

The process for the notification of change to policies or procedures

- In accordance with R. 172 of the Education and Care Services National Regulations, John Street has to give advance notice of changes to some types of policies and procedures (but not all).
- In particular, it must give notice in relation to a policy or procedure that may have significant impact on any of the following:
 - John Street’s 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

(a change which falls into the above category is referred to as a “Significant Change”)

- John Street must give families of children enrolled at John Street at least 14 days notice of Significant Changes. However, if John Street considers that the notice period of 14 days would pose risk to the safety, health or wellbeing of any child enrolled in the service, John Street is entitled to make the Significant Change without giving such notice, and will notify families as soon as practicable after making the necessary change(s).

July 2018

- For changes which are not Significant Changes, John Street is not required to give advance notice before implementing them. However, John Street will still endeavour to give parents at least 14 days notice of such changes where possible.

Responsibility

The review and development of policies and procedures will be maintained by the Centre Director under the auspices of the Board. The implementation of these policies shall be the responsibility of parties identified in the scope of each policy.

Legislative Provisions

Education and Care services National Regulations 2011:

r.55	<i>Quality Improvement Plans</i>
r.168	<i>Education and care service must have policies and procedures</i>
r.171	<i>Policies and procedures to be followed</i>
r.172	<i>Notification of change to policies or procedures</i>

National Quality Standard for Early Childhood Education and Care & School Age Care

Standard 7.1	<i>Governance supports the operation of a quality service/</i>
Element 7.1.2	<i>Systems are in place to manage risk and enable the effective management and operation of a quality service.</i>

Sources

This document has been agreed to by John Street to reflect best practice in accordance with the requirements and guidelines of the following authorities:

- Australian Children’s Education and Care Quality Authority, www.acecqa.gov.au
- Victorian Government Department of Education & Early Childhood Development, www.education.vic.gov.au
- Australian Government Department of Education, <http://education.gov.au/>

Related John Street Policies, Procedures and Guidelines

Policies	<i>Dealing with Complaints; Communication with Families</i>
Appendices	<i>Policy review table; sourced documents cited in this manual;</i>

Authorisation & Review

This policy was approved by the John Street Board in July 2018.