

# How to use this resource

## About this resource

---

Education and care services need to develop policies that are correct in terms of the legal requirements under various Law/Act & Regulations, and that meet the standard required under the National Quality Framework, and also provide clear guidelines about the way the service will be managed and take into account the needs of all stakeholders involved in the service.

The aims of the resource are to:

- provide a resource package that will outline a simple strategy for policy development and review that has been identified through consultation with children's services operators.
- provide children's services approved providers, nominated supervisors, coordinators, and educators with some example policies to be used as a guide to operate within required legal parameters.
- assist services to meet the requirements of the National Quality Framework i.e.
  - The Education and Care Services National Law Act 2010
  - The Education and Care Services National Regulations
  - The National Quality Standard for Early Childhood Education and Care and School Age Care
  - The Early Years Learning Framework for Australia
  - The Framework for School Age Care in Australia
  - Other relevant Australian Government legislation
- produce a practical kit that can be used as the basis of the service's Policy Document.

## Using the Sample Policies

---

The sample policies provided in this manual are intended as a GUIDE ONLY for individual service policy development. The sample policies will assist you to ensure that you are meeting legislative requirements.

**Each service is individual and therefore policy writers *CANNOT WRITE A POLICY THAT WILL APPLY TO EVERY SERVICE*. You must take steps to find out the specific beliefs, values and needs of your stakeholders, and then take into account the structure and specific details about your service, its risks and benefits, layout and programs. *REVIEW THE TEMPLATES TO DECIDE WHICH ASPECTS OF THE SAMPLE POLICY RELATE TO YOUR SERVICE*, and which areas do not apply, or need rewriting to be applicable to your services agreed practices.**

The sample policies are therefore designed to provide guidance to services on the range of issues they need to consider when developing policy and to afford services a starting point from which to adapt to meet their own individual situations.

***USE THE TEMPLATES AS A GUIDE FOR YOUR DELIBERATIONS, OR A CHECKPOINT TO ENSURE YOU HAVE NOT MISSED OUT AN IMPORTANT ASPECT OF THE POLICY AREA.***

The manual does not attempt to cover all policy areas but aims to provide services with a foundation to the basic and essential policies from which to go on and develop those more individual service based policies that enhance and develop the service towards higher quality and consistency of standard.

### Each sample policy includes:

## Rationale and policy considerations

Read these ideas and then survey the needs of your stakeholders to determine specific policy needs for your service. If reference is made to state/territory legislation you must review the legislation applicable in your state/territory and add this to your considerations. Relevant federal legislation is identified.

## National Quality Framework

Reference is made to the specific areas of the NQF legislation that relates to the policy area. Make sure you read these references to become fully informed about these legislated requirements and refer to the documents as you develop your policy.

## Policy statement

A sample policy statement has been written based on the NQF requirements, other Federal legislation and the rationale and policy considerations that have been identified in the example policy. Your service's policy statement will need to relate to the specific needs of your stakeholders and state/territory legislation in addition to the NQF requirements and other Federal legislation.

## Strategies for policy implementation

Some example strategies are written. The strategies that your service adopts will be dependent on the specific operational and stakeholder needs of your service. Use the example strategies as a starting point for discussion and development. Your strategies are important as they will guide the actions of everyone within your service. YOUR STRATEGIES MUST THEREFORE BE MEANINGFUL TO YOUR SERVICE AND REFLECT WHAT IS ACTUALLY HAPPENING AT YOUR SERVICE ON A DAY TO DAY BASIS. It is important to communicate the most important strategies through parent or educator/staff handbooks and notices.

## Procedures

Each sample policy identifies a list of procedures that your service may decide to develop in order to assist educators/staff to implement the policy. Procedures can be in the form of checklists, flow charts, or dot point steps and may include the completion of forms.

## Links to other policies

There may be a number of policies that are related to each other as the areas they cover overlap. The list of policies provided makes a suggestion about possible policy links. When you have written your policies you will be able to identify which of your policies are linked. Identifying linked policies helps to fully understand agreed operational processes. It is also helpful when you are reviewing your policies to see which other policies may be impacted by changes.

## Further sources of information on this policy area

A list of information sources that you may find useful has been included. When using this resource it is important to check any source that you intend to use for your policy development. Checking the sources in this way allows you to inform yourself of the information available; ensure you are accessing the most current version of the source; and determine whether the information is relevant and applicable to your service. Not all sources will be applicable to every service. Once you have accessed a particular source you must update the date you retrieved the information from the internet or the latest publication date of your source.

Each service will also have gathered specific information in the form of surveys and assessments of current practices. Make sure you list this documented information as one of your sources also.

## Policy created date

Add the date you created the policy

## Policy review date

Add the date you will next review the policy. Consider any requirements contained within legislation that specifies how often the policy should be reviewed, and any other operational reasons for policy review. As a minimum policies should be reviewed every 1 – 2 years.

## Colour coding

---

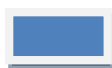
The sample policies are generally applicable across all sectors of the profession i.e. long day care services; outside school hours care services; and family day care services. Where information is specific to one sector or age group it is written in coloured print.



**Family Day Care**



**School Aged Care**

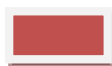


**Pre School Aged Care**

## Example Forms and Checklists

---

A number of example forms and checklists that are referred to in the sample policies are provided alphabetically in the Forms Folder. Your service may wish to adapt these formats for use in implementing aspects of service policy. These forms and checklists are identified within the text in the following coloured print.



**Sample Forms and Checklists**

## Disclaimer

---

Whilst every effort has been made to ensure the information contained within this resource is correct at the time of publication, future changes and specific occurrences at individual services may render the information incorrect. This resource is to be used as a **GUIDE ONLY** and specific advice may have to be sought from relevant Government Authorities, and Legal/Financial Advisers to suit each service's individual needs.

It is important that policies are assessed on a case by case basis to ensure they are not discriminatory against a particular child, family or staff member.