



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) POLICY REVIEW AND NOTIFICATION POLICY

Introduction

PHWMCC places great importance on the safety, wellbeing and learning of children at the preschool, and on providing a safe and supportive work environment for our staff. Our policies and procedures provide a framework for decision making, and guide and ensure consistent practice across the service.

Aim

PHWMCC will ensure that our policies and procedure are:

- Reviewed and updated every three years.
- Available to be accessed by families, staff, volunteers and other stakeholders.

PHWMCC will also:

- As required, seek feedback from families and staff regarding content.
- Ensure that parents / guardians are informed of changes to policies and procedures.

Procedure

Policy Review

PHWMCC's three year policy review schedule ensures that policies and procedures are reviewed regularly and reflect the latest research and best practice. Should changes occur to legislation or regulation which impacts practice, a policy review and update will occur as soon as is practicable regardless of the review schedule.

Policy Availability

Staff and Volunteers

As required under the *Education and Care Services National Regulation 2011*, PHWMCC will ensure that copies of the current policies and procedures required under regulation 168 are readily accessible to staff members and volunteers. Hard copies can be accessed within the preschool office, each classroom and the staff room. Electronic copies are available upon request from the Nominated Supervisor (or delegate) and on the PHWMCC website at: www.phwmcc.org.au.

PHWMCC's complete set of policies including those not required under Regulation 168 are located in the Policy Folder in the office and the staff room. Electronic copies are available upon request from the Nominated Supervisor (or delegate).

Families and other stakeholders

PHWMCC will ensure that copies of the current policies and procedures required under regulation 168 are available at the preschool for families and other stakeholders at all times that the service is educating and caring for children, or otherwise on request. Hard copies can be accessed within the preschool office and each classroom. Electronic copies are available upon request from the Nominated Supervisor (or delegate) and on the PHWMCC website at: www.phwmcc.org.au on Storypark and on the Policy Padlet.

PHWMCC's complete set of policies including those not required under Regulation 168 are located in the Policy Folder in the office and are available upon request. Electronic copies are available upon request from the Nominated Supervisor (or delegate). Many of the policies relevant to children and families are also on the PHWMCC website, Storypark and on the Policy Padlet.

Excerpts of relevant policies and procedures are included in the *PHWMCC Parent and Family Information Booklet* which is distributed to every family upon enrolment.

Feedback from Stakeholders

Families and staff are essential stakeholders in the policy review process and will be given opportunity to be involved. Families with feedback about any of PHWMCC's policies and procedures are encouraged to speak to a staff member or send feedback via email to office@phwmcc.org.au Staff members and other stakeholders are encouraged to provide feedback to the Nominated Supervisor (or delegate).

Notification of Changes to Policies and Procedures

In order to be compliant with the *Education and Care Services National Regulation 2011* PHWMCC is required to inform parents / guardians of changes to policies and procedures.

PHWMCC will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the way in which fees are collected.

If the Approved Provider considers that the notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the service, the approved provider must ensure that parents of children enrolled at the service are notified as soon as practicable after making a change.

PHWMCC Notification of Changes to Policies and Procedures form will be completed for each policy that is reviewed. This will be shared with Management Committee and available to staff, families, and all key stakeholders. When policies are updated, all stakeholders will be informed and the policy will be made available to all.

Roles and Responsibilities

Approved Provider

- Ensure that copies of the current policies and procedures required under the *Education and Care Services National Regulation 2011*, regulation 168 are readily accessible to staff members and volunteers at the service.
- Ensure that copies of the current policies and procedures required under *Education and Care Services National Regulation 2011*, regulation 168 are available for inspection at the service premises at all times that the service is educating and caring for children or otherwise on request.

- Ensure that parents of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure referred to in the *Education and Care Services National Regulation 2011*, regulation 168 that may have a significant impact on—
 - (a) the service’s provision of education and care to any child enrolled at the service; or
 - (b) the family’s ability to utilise the service.
- Ensure that parents of children enrolled at the service are notified at least 14 days before making any change that will affect the fees charged or the way in which fees are collected.
- If the Approved Provider considers that the notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the service, the approved provider must ensure that parents of children enrolled at the service are notified as soon as practicable after making a change.
- Ensure that PHWMCC’s policies and procedures are subject to a schedule of review and are reviewed and updated no less than every three years, or sooner if changes occur to relevant legislation or regulation.

Nominated Supervisor

- Communicate to families, staff and volunteers that their feedback on PHWMCC’s policies and procedures is sought regularly and advise how they can provide any feedback.
- Receive feedback from families, staff, volunteers and other stakeholders regarding PHWMCC’s policies and procedures.
- Ensure that feedback from families, staff and volunteers is considered as part of the policy review process.
- Ensure the implementation of PHWMCC’s policy review schedule.
- Ensure the completion of the *PHWMCC Notification of changes to policies and procedures* form each time a policy is reviewed.

Educators

- Receive feedback from families regarding PHWMCC’s policies and procedures and pass this feedback to the Nominated Supervisor in a timely manner.
- Know and understand PHWMCC’s policies and procedures, put them into practice, know where to access them and be able to describe them effectively for families.

Families

- Be familiar with relevant policies and procedures at the preschool.
- Direct any feedback about PHWMCC’s policies and procedures to a staff member or send feedback via email to office@phwmcc.org.au.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every three years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the preschool will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family’s ability to utilise the preschool; the fees charged or the way in which fees are collected.

Definitions

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children’s Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children’s Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

Related Legislation

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011: Regulations 168, 172

Related Guidelines, Standards, Frameworks

National Quality Standards
Quality Area 7 Governance and Leadership - Standard 7.1.2

Sources

Education and Care Services National Regulations
CELA Notification of Changes to Policies and Procedures

Relevant Documents:

All PHWMCC policies and procedures
PHWMCC Parent and Family Information booklet
PHWMCC Notification of changes to policies and procedures form

Policy Reviewed:

October 2023

Next Review Date:

October 2026