



# Woolooware Outside School Hours Care

(02) 9523 9971  
34 Wills Road, Woolooware, 2230  
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## POLICY REVIEW AND EVALUATION POLICY

### POLICY STATEMENT

Woolooware Outside School Hours Care aims to provide effective management through the ongoing development and review of policies for the efficient operation of the service. This will ensure clear and effective communication between Educators and families which in turn will support the transition for children between home and the service (My Time, Our Place, Outcome 1). Management will ensure that all Educators and families are aware of relevant policies and have free access to the centres policies and procedures in the centre office and online on our website.

### CONSIDERATIONS

- National Regulation 168,171, 172
- National Standard 7.3.5
- National Standards, 4.1

### PROCEDURES

Management will ensure the development of all required policies under the National Quality Framework (NQF).

Other policies are to be developed as deemed necessary by the Director and/or Management. This will be based on the following criteria:

- An issue or problem arises that is not able to be addressed in a current policy.
- Daily operations of the service are unclear to educators, parents or management.

All policies will reflect the current philosophy of the service which is based on the school age care framework My Time, Our Place.

A physical copy of the Centre's Policies and Procedures will be kept in the centre office, in addition to the centre's philosophy, date of endorsement and date of review. This folder is to be kept in the specified place and made available to those who wish to see it. The policies will be also available online on the centres website.

The Director will ensure any new management members, educators and families entering the service are made aware of the policy folder and any specific policies relevant to them.

Any persons involved in the service are to feel welcome to make suggestions and discuss any concerns they may have regarding current policies. Parents and educators will be informed of this policy on enrolment/employment and through the Family/Staff Handbook. Educators and parents and any other relevant persons will be encouraged to have input into the development, review or changes to any policies and where appropriate be involved in the development of these policies.

Parents and families will be given a notice period of a minimum of 14 days of any new policy, or changes to existing policies before being implemented.



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All other policies will be reviewed within a 24-month period and more frequently if the need arises or there are changes to legislation or recognised best practice.

The review of policies will be based on the following criteria.

- Is the policy operating effectively?
- Does it include appropriate responses to individual incidents?
- Does it meet the needs of all involved in the centre?
- Does it meet the aims and objectives as outlined?
- Is it consistent with current philosophy?
- Is it consistent with current legislation, acts and standards?

Any changes to existing policies will be circulated immediately to all involved in the service through individual emails, notice boards, personal contact and if felt necessary through a group meeting. The date the changes will become effective will be noted.

All changes are to be recorded in the Management Committee Meeting minutes with the date of endorsement and review. As an ongoing practice, specific policies may be mentioned again through notice boards, emails, letters or personal contact to highlight any relevant issues. This may be required if there is a recurrent problem arising or to highlight any specific current issues in the running of the centre.

A set of the current policies will be available for all families to access as required.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023