POLICY:10.1 Governance and Management

Procedure: 10.1 Policy Development and Implementation

The primary responsibility of the Inala Community House Board of Directors is to ensure all required policies and associated procedures are in place, reflect the relevant legislation and recognised authorities and review as needed. All stakeholders' views are actively sought in the development of appropriate policies. Any changes to policies or procedures will be fully explained and communicated to staff, families and Educators before their implementation.

10.1.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service's **10.1 Governance and Management** and will assist the Approved Provider, management, staff (Nominated Supervisors, Coordinators and administrative staff members), Educators, Educator assistants and parents to implement the policy. The procedure covers:

10.1.2 Roles and Responsibilities

10.1.3 Regular Review and Update of Policies

10.1.4 Involvement of Staff and Educators

10.1.5 Involvement of Children and Families

10.1.6 Involvement of Community

10.1.7 Involvement of Management

10.1.2 Roles and Responsibilities

The Approved Provider will:

- have appropriate policies in place to protect the well-being and health of all stakeholders of the organisation; and

- ensure that a regular review and update of written policies regarding the operation of the Service occurs; and

- ensure policies are ratified and approved by the ICH Board of Directors

The Nominated Supervisor will:

- have responsibility for scheduling a review of all policies at least bi-annually or as required

- identify emergent needs and any necessary changes to improve service delivery

- monitor changes in the Education and Care Services National Law and Regulations, National Quality Standard and other relevant authorities and legislation that may require a change to any policy and or associated procedures of the Service

- seek and gather feedback from staff, Educators, families, children and other community representatives to inform policy and associated procedure changes

- communicate any changes and have processes in place to ensure all stakeholders are aware of the changes and aware of relevant support to implement the policy and procedure as intended.

- provide at least 14 days' notice of any changes to policies and procedures to staff, Educators and families

Coordinators and where relevant other staff will:

- participate in the development and review of Service policies and procedures

- actively engage with the policies and procedures to ensure they are familiar with the intent of the policies and associated procedures

- where appropriate, implement the policies and procedures

- assist Educators in engaging with, understanding, and implementing the policies and associated procedures

- provide and support families to read and understand policies and procedures that apply to them and their children

- collect feedback from Educators and families.

Educators will:

- participate in the development and review of Service policies and procedures

- actively engage with policies and procedures to ensure they are familiar with their obligations

- implement the Service policies and use the procedures to guide effective implementation

- identify and provide feedback on policies and/or procedures that require review or further development.

Families will:

- read the policies and procedures which apply to their child and circumstances

- provide feedback on any policy or associated procedure which does not consider their unique circumstances.

10.1.3 Regular Review and Update of Policies

The Service will ensure:

- the review existing policies or develop new policies based on current trends, practices and relevant laws.

- all policy and procedural review and development are sourced using relevant recognised authorities

- feedback from children, families, Educators, Service staff, management and others is sought using a range of processes including but not limited to newsletters, notices, meetings, discussions and emails

- the allocation of tasks to stakeholders or relevant persons to write draft policy or procedures where appropriate

- distribution of a draft to all stakeholders via email and seek feedback within two weeks

- consider the feedback before making any necessary changes

- that once consultation with all stakeholders has taken place and a draft is finalised, send the draft policy to the ICH Board of Directors to ratify

- Inform all stakeholders of policy changes before implementing them via email, in meetings, newsletters, discussions and any other appropriate means.

10.1.4 Involvement of Staff and Educators

Staff and Educators**:**

- are consulted in the development and modification of all policies and procedures

- are provided with up-to-date information about policies and procedures, which contains relevant information necessary to enable them to abide by Service policies and procedures

- agree to adhere to all values, policies and procedures, recognising that repeated failure to comply may result in termination of employment or de-registration.

10.1.5 Involvement of Children and Families

Children and families are:

- invited to participate in decision-making and policy development wherever appropriate

- kept informed of all changes to policies and procedures through communications from Service staff and Educators via Service newsletter, notices, email and letters.

10.1.6 Involvement of Community

Where appropriate Community members and/or groups will be:

- invited to participate

- invited to offer their advice, knowledge, and/or suggestions.

10.1.7 Involvement of Management

Board of Directors management members are:

- consulted in the development and modification of all policies

- responsible for the final approval of policies and any subsequent changes.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	11/2020	Reviewed and separated from Policy

Related Documents

Policies
10.1 Governance and Management

Reference
Refer to 10.1 Governance and Management Policy