

# The Kinder Garden



## Policy & Procedure Review Policy

### Aim

To ensure that all policies and procedures are reviewed when required, to ensure that they are reflective of The Kinder Garden practices and meet the requirements of the National Regulations and National Quality Standards.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011

### Who is affected by this policy?

Educators  
Staff  
Families  
Child  
Management

### Implementation

Management will ensure that all policies and procedures will be reviewed annually or when required.

Parents of children enrolled at the service are notified 14 days or earlier (if required) before making any changes to a policy or procedure. This is for policies and procedures which may have a significant impact on the service's provision of education and care to any child enrolled at the Service or the ability to utilise the service.

This will be achieved by the following process:

- During Educator and Staff Meetings at the policy review date.
- Via newsletters.
- Via a Policy Review forms.

Educators other Staff and Parents are able to enquire and have input into any of the policies and procedures of the service at any time.

All policies will be sourced, and dated at each review. Educators/Staff/Management will continuously source relevant information to ensure policies are reflective of current practices and requirements set out by the National Regulations and National Quality Standards.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### Sources

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Guide to National Quality Standards 2011  
NSW Department of Education

### Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** January 2017

**Date for next review:** January 2018