



PURPOSE

To describe the process of developing and reviewing policies and relating procedures and tasks.

SCOPE

All management, staff and parents as well as custodian of children - where applicable and sensitive - children enrolled at Montessori Stepping Stones (MSS) and contractors.

DESCRIPTION/GENERAL

Policies are essential to the implementation of consistent quality practices at MSS. They provide us with a record of accountability for certain decisions made by management and employees. This helps to protect children in our care, families/custodians, employees, and management. Policies further help to facilitate clear communication and flow of information between all stakeholders.

For example, if we exclude a child from care due to a suspected case of conjunctivitis, we need to explain and support our actions to the child's family or any other relevant party by referring them to the MSSs illness policy and exclusion guidelines.

Ensuring that all MSS stakeholders are well informed about and have access to policies is also an important aspect of using policies to structure and reinforce our daily practices and decision making. Policies are also important to ensure all MSS stakeholders are informed of service procedures and why practices are necessary. Clear policies help support employees with their daily practices to ensure consistency in the implementation of practices.

Including information in policies about how the policy will be implemented helps our services to tailor the policy to meet their specific needs and circumstances.

All MSS policies are available for parents and families to view and download via the “Parent & Family Resources” website page, and access to this page is given at the time of enrolment.

REVIEWING POLICIES

Our policies are 'living' documents that are subject to regular review and, where necessary, change. There are many reasons why policies may need to be updated or why new policies may need to be developed. Effective policies need to be regularly reviewed to ensure they reflect current information and requirements, particularly in relation to health, safety and regulatory requirements.

For example, we may need to review and change a policy about child restraints in vehicles in the event that a recognised authority such as Standards Australia releases newly researched information about transportation safety.

All MSS policies need to reflect and accommodate the needs of current stakeholders, so an ongoing system for policy review which seeks genuine collaboration with stakeholders is maintained.

For example, our policy on supervision of children may need to be updated in circumstances where the layout of the buildings or grounds change, or if many of the children currently attending the service have high supervision needs.

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MONTESSORI STEPPING STONES & WAABINY OSHC POLICY DEVELOPMENT & REVIEW



All MSS policies are to be reviewed as required (annually from the previous review), or immediately if deficiencies are identified.

Where relevant, any parents & families, employees and wider community will be invited to provide feedback and suggestions for any changes or updates to a policy.

DATING AND SOURCING

All MSS policies note the date that they were developed and/or last reviewed, as well as the information sources that were consulted during the review process.

Sources may include websites of relevant recognised authorities, references to legislation, regulations or relevant publications such as journals, newsletters and reference books which can be useful in gaining information on current legislation and regulations.

Dating and sourcing policies assists us and our stakeholders to keep track of the currency of policies and assists our services to justify policy decisions and current industry practices.

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