POLICY EVALUATION PROCEDURE

Early childhood education and care services must have policies and procedures in place to comply to the *Education and Care Services National Law and Regulations* (R.168). To support continuous improvement, it is equally important that an ongoing cycle of planning and review is implemented to ensure policies are regularly reviewed, and amendments made to cater for changes in legislation and researched best practice. To support high quality practice and ongoing quality improvement, changes to policies and/or procedures are well documented and reflect our partnership and collaboration with children and families.

Our Service will review our policies and procedures on an annual basis, or more frequently if required due to changes having occurred within the Service, or if considered best practice in respect of current research or suggestions from our regulatory authority. We aim to work in collaboration with our educators and families, gathering feedback when updating our policies and procedures to ensure that the needs of children being educated and cared for are always being met.

Working in conjunction with the *Writing, Reviewing and Maintaining Policies Policy*, this procedure outlines the Policy Evaluation Process, including ensuring opportunities are provided to families and staff during the Policy Evaluation Process.

Education and Care Services National Law or Regulations (R.31, 55-56, 168, 169,170, 171 and 172) NQS QA 6: Element 6.1.1 Collaborative partnerships with families and communities. QA7: Element 7.1.1, 7.1.2, 7.1.3, 7.2.1, 7.2.2 and 7.2.3. Governance and Leadership practices and procedures
Related Policies: Writing, Reviewing & Maintaining Policies Policy

STEP 1: POLICY EVALUATION		
1	The Policy Evaluation process begins when a policy has been flagged for review due to changes in legislation or regulations, an incident, feedback, or as part of Service's '*continuous improvement*' process, including the policy review calendar.	
2	Provide families with an opportunity to participate in the Policy Evaluation process. Inviting families to provide feedback can be via: • everyday conversations • parent committee meetings/family information sessions • email • through the communications book or • secure online surveys. It is recommended that a variety of methods are implemented to support all families preferred method of communication and consider a medium that works for your service community.	
3	Include Policy Evaluation as a standing item on your regular staff meeting agenda. Staff members are encouraged to provide their feedback, ideas and opinions. Their involvement drives knowledge	

	and understanding of regulations and law, promotes a sense of ownership of the policy and encourages a positive commitment to the implementation of policies and procedures.	
4	Create a draft policy. Send to all stakeholders and allow a timeframe of 2 weeks to present information or feedback after which management will collate all suggestions.	
5	Management will discuss the policy amendments, consider any parent or family feedback, and ensure the new statements are aligned with the EYLF and NQS. The policy should always reflect your Service's Statement of Philosophy.	
6	The draft policy is made available to all major stakeholders, again via committee meeting, email, newsletters, and/or a display in the Service. Provide a time frame of 7 days for stakeholders to respond to provide further suggestions/feedback.	
7	Enter dates of change and new review date on the Policy review register. Any changes to policy must be noted at the end of each policy.	
STEP 2: NOTIFICATION OF POLICY EVALUATION		
1	If the policy draft is agreed upon by all (no objections or further recommendations are received), the draft policy is published as the reviewed and/or amended Service's Policy. Ensure the policy version is current, signed and dated by the approved provider or management.	
2	Ensure policies are accessible to all stakeholders. Update the Family Handbook, Staff Handbook, relevant policies within other documents, Service website or other online policy folder. Translate relevant sections for families who do not have English as their first language.	
3	Notify families and staff 14 days before making any change to a policy or procedure that may have a significant impact on: • the Service's provision of education and care to any child enrolled at the service; or • the family's ability to utilise the Service. (Regulation 172).	

REVIEW OF PROCEDURE			
Date procedure created	05/07/2023	To be reviewed	April 2025
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
April 2025	Policy reviewed, no changes made		
July 2023	Procedure created		