

Nambucca Valley Family Day Care

WRITING, REVIEWING & MAINTAINING POLICIES POLICY

Under the *Education and Care Services National Law and Regulations*, an approved provider must ensure that policies and procedures are in place under Regulations 168 and 169. While it is important to have policies and procedures in an early childhood education and care service, it is equally important that the policies are regularly reviewed, and amendments made to cater for changes in legislation and researched best practice, and changes to service procedures that aim to support ongoing quality improvement.

Engagement in regular review of policies and procedures ensure that they align with quality practice within Nambucca Valley Family Day Care (NVFDC) and are responsive to feedback identified through the service’s risk management and quality improvement systems. [Guide to National Quality Framework, 2023].

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service that is child safe.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service’s operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S.3A	Paramount consideration
30	Conditions on service approval – family day care educator insurance
31	Condition on service approval—quality improvement plan
55	Quality Improvement Plan
56	Review and revision of quality improvement plans
73	Educational program
168	Education and care services must have policies and procedures
169	Additional policies and procedures- family day care service
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

PURPOSE

To ensure compliance with the National Quality Framework, NVFDC 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. We aim to work in collaboration with NVFDC 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.

We believe that children’s safety, rights, and best interests are the paramount consideration for all NVFDC Service operations, decisions and functions. NVFDC ensures that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Coordinators, educators, educator assistants, students, families, children, volunteers and visitors of NVFDC Services.

IMPLEMENTATION

Policies and procedures are an integral part of the documentation required to meet legislative requirements for all early childhood education and care services. Policies and procedures clearly outline the processes all educators engaged by NVFDC will follow and assist all educators and staff to understand their roles and responsibilities. They ensure a consistent approach and embedded practice across all operations and practices of a service and help to inform families how the NVFDC operates.

THE APPROVED PROVIDER/MANAGEMENT WILL ENSURE:

- NVFDC policies and procedures are underpinned by the *Early Years Learning Framework* and Early Childhood Australia (ECA) Code of Ethics and address the *Education and Care Services National Law and National Regulations, National Quality Standard, Family Assistance Law* and other state/territory laws as applicable
- All policies and procedures will be made available for families, NVFDC educators, visitors, students and staff to view at all times at the Principal Office or electronically via the Harmony platform
- All policies developed will be made in consultation with management, staff and families of children attending the NVFDC Services
- All policies and procedures are reviewed as per the document review routine, or more often if required (e.g. due to changes in regulations, legislation, and/or Service practices). This gives both families and NVFDC educators opportunities to suggest aspects or areas that may need to be modified or improved
- Each document has a recommended review date stated in the 'Review' section of the policy document and changes are clearly made through version control
- NVFDC educators, educator assistants, coordinators, and family members are invited to have input into the policies and procedures at any time of the year, not only at the scheduled review time for a particular policy
- Policies include clear, simple statements and are presented in a logical format
- Procedures include detailed descriptions of how each policy will be implemented within NVFDC and provide step-by-step instructions to ensure NVFDC educators, educator assistants or any other person can follow in a particular circumstance
- All policies will be sourced/referenced and dated at each review. Educators and other staff will continuously seek out relevant new information and research to be included in policies in order to provide the best possible environment and practices

- Policies will be informed by relevant authorities to ensure best practice- e.g.: KidSafe, Cancer Council, Red Nose
- All stakeholders at the Service must be informed of any changes to policies. This will occur in writing and be provided to families, NVFDC educators, other staff, management, the committee, and any other applicable individuals
- Families will have the opportunity to revise and help plan policies via Newsletters and specific letters to families discussing the policy or a draft of the proposed policy and given the opportunity to respond
- All policies that are being either reviewed or developed will be distributed to stakeholders via email and copies made available at the Principal Office, so that all stakeholders are aware of progress at all times and can be involved in the review
- All revised/updated policies are included in the NVFDC Policy Folder. Updates will be made to the Family Handbook, Educator and Coordinator Handbook and other related documents.
- Older versions of policies will be archived and not available for access to staff or families
- Policies are accessible to all staff and families, and an appropriate translation service is provided (or online translation software) for policies for families who do not have English as their first language.

LEGISLATIVE REQUIREMENTS

All FDC Services must have policies and procedures in place relating to the categories listed in Regulations 168 and Regulation 169 of the [Education and Care Services National Regulations](#). FDC Services may have additional policies and procedures dependent upon their unique situation and operation requirements.

In accordance with Reg. 172, NVFDC Service must ensure that parents of children enrolled at the Service are notified at least 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 NVFDC Service or
- The family's ability to utilise the NVFDC Service

The NVFDC Service must ensure that parents of children enrolled at the service are notified at least 28 days before making any change that will affect the fees charged or the way in which fees are collected.

If NVFDC considers that the notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the service, the Approved Provider must ensure that parents of children enrolled at the service are notified as soon as practicable after making a change.

NVFDC will ensure that copies of the current policies and procedures are available for inspection at the NVFDC residence or approved venue upon request.

THE APPROVED PROVIDER WILL ENSURE THE FOLLOWING POLICIES ARE IN PLACE (REG. 168):

- Health and Safety
 - Nutrition, food and beverages, dietary requirements
 - Sun protection
 - Water safety- including water safety during any water-based activities
 - Administration of first aid
 - Sleep and rest for children
- Incident, injury, trauma and illness
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Emergency and Evacuation
- Delivery of children to, and collection from, education and care service premises
- Excursions
- Safe Transportation of Children
- Safe Arrival of Children who travel between an education and care service and any other education or early childhood service
- Providing a Child Safe Environment, including the promotion of a culture of child safety and wellbeing within the Service
 - A commitment that for any action or decision concerning a particular child, the child's safety, welfare, and wellbeing is the highest priority
 - Ensuring all child protection training requirements are met
 - Child protection concern register
 - Ensuring the reporting decision tree is accessible to all staff
 - Child protection risk assessment
 - Day-to-day use of the attendance record ensure all children are accounted for throughout the day

- The Safe Use of Digital Technologies and Online Environments at the Service including:
 - Taking, use, storage and destruction of images and videos of children being educated and cared for by the service
 - Obtaining authorisation from parents to take, use and store images and videos of children being education and cared for by the service
 - Use of any optical surveillance device at the service; and
 - Use of digital devices by children being educated and cared for by the service
- Staffing including:
 - Child-safe recruitment practices
 - Ongoing child-safe employment practices
 - Staffing arrangements
 - Code of Conduct
 - Determining the Responsible Person
 - Participation of Volunteers and students
- Interactions with Children
- Enrolment and Orientation
- Governance and Management including confidentiality of records
- Acceptance and refusal of authorisations
- Payment of Fees and provision of a statement of fees charged by the education and care service
- Dealing with Complaints
 - child Focuses Complaint Handling System
 - management of complaints of allegations of a child exhibiting sexual behaviours.

Although not stated under Regulation 168, Services are expected to have an educational program and practice policy based on an approved learning framework.

THE APPROVED PROVIDER WILL ENSURE THE FOLLOWING ADDITIONAL POLICIES ARE IN PLACE (REG. 169):

- Assessment of proposed family day care venues and proposed family day care residences and reassessment of approved family day care venues and family day care residences, including matters to meet the requirements of Reg. 116;
- Engagement or registration of family day care educators;
- Keeping of a register of family day care educators, family day care co-ordinators and family day care educator assistants under Reg. 153;

- Monitoring, support and supervision of family day care educators, including how the service will manage educators at remote locations;
- Assessment of family day care educators, family day care educator assistants and persons residing at family day care residences, including the matters required under Reg. 163;
- Visitors to family day care residences and venues while education and care is being provided to children as part of a NVFDC Service;
- Provision of information, assistance and training to family day care educators;
- Engagement or registration of family day care educator assistants.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Writing and Reviewing Policies Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or incidents related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

SOURCES

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
 Australian Children’s Education & Care Quality Authority. (2022). [Six reasonable steps to ensure staff follow policies and procedures.](#)
[Education and Care Services National Regulations.](#) (Amended 2025)

REVIEW

POLICY REVIEWED BY	Tella Markham	Nominated Supervisor	Draft – 29/12/2025
POLICY REVIEWED	JANUARY 2026	NEXT REVIEW DATE	JANUARY 2027
VERSION NUMBER	V26.1		
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy review • additional requirements for NSW services due to amendments to National Law (NSW) • additional policy added- <i>Safe Use Of Digital Technologies and Online Environments</i> • sources checked and updated as required 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
DECEMBER 2024	<ul style="list-style-type: none"> • annual policy review • sources checked for currency and updated as required 		DECEMBER 2025