

## POLICY AND PROCEDURE REVIEW POLICY

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## 1 NQS

QA4	4.2.2	Professional standards guide practice, interactions and relationships.
QA7	7.2.1	There is an effective self-assessment and quality improvement process in place.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

## 2 National Regulations

	168	Education and care service must have policies and procedures
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	172	Notification of change to policies or procedures affecting ability of family to utilise service

## 3 Aim

As a part of our commitment to the provision of high quality services, we aim to regularly review our policies and procedures to ensure excellence and compliance.

Our review processes will provide an important opportunity for stakeholders to offer their input into the practices in our services.

## 4 Related Policies

All Policies used by the Services.

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC.

## 4 Who is affected by this policy?

Children  
Educators  
Families  
Management

## 5 Implementation

- 5.1 All policies and procedures will be made available to families during the enrolment and orientation period for their child.
- 5.2 Educators will notify families of how to access policies and procedures and where they are located in the service. In addition, key policies and procedures are located on the Kids Uni website.

- 5.3 Our Management team will ensure that all policies and procedures are reviewed regularly and in response to changing needs, family feedback, and regulatory or legislation changes. This gives both families and educators opportunities to suggest elements that may need to be improved.
- 5.4 For educators and management this could occur:
- At educators meetings.
  - At the policy review points.
  - Through kinderloop
  - Through staff communication notices / diaries.
- 5.5 For families this could occur:
- Via Kinderloop, Hubworks or email
  - At the policy review point
  - At parent/educators meetings or forums
- We will focus on sharing policies with families as they are reviewed if there are significant changes or if the policy is particularly relevant to their experience in the service.
- 5.6 In addition, at any time of the year educators, other staff and family members are invited to enquire and have input into the policies and procedures.
- 5.7 All educators at the service must be informed of any changes to policies by the Children's Services Manager and / or the service Director. Staff will be required to sign off that they have read updated or new policies using wither Form 42 or Kinderloop.
- 5.8 The service will 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 service; or
  - the family's ability to utilise the service

## 6 Sources

Education and Care Services National Regulations 2011  
National Quality Standard

## 7 Review

This policy will be reviewed every 3 years.

## 8 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	Feb 2012	Feb 2013	Michele Fowler Manager – Kids Uni	
2	Feb 2013	Feb 2014	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format.
3	Feb 2014	Mar 2017	Michele Fowler Manager – Kids Uni	Policy reviewed with notification that policies are available on the website. The review period changed to 3 years.
4	Jul 2018	Jul 2021	K.Grose – Children's Services Manager	Added new communication tools such as Hubworks and Kinderloop. Updated NQS references.
5	Nov 2019	July 2021	Nicole Bray – Director Kids Uni iC	Updated to reflect name changes to Kids Uni iC
6	May 2022	May 2025	K.Grose – Children's Services Manager	Reviewed with no change
7	Jan 2023	Jan 2026	K.Grose – Children's Services Manager	Added requirement for staff to sign off on new or revised policies once they are released.