



## Introduction

An essential part of operating a service is the development and implementation of policies that are relevant for its community, including children, families and staff. Policies provide an opportunity for a service to commit its values, philosophy and culture in writing and to clarify its expectations relating to behaviours, conduct and performance.

This document provides Approved Providers, Early Years Managers/Service Directors, Committees of Management and Policy Officers guidance on the policy development and/or review process and links to resources to inform policy content. The links contained within this document provide the policy writer with useful information to consider during the drafting process from relevant and trustworthy sources.

### DISCLAIMER

ELAA has made every effort to ensure the information provided in this document are accurate and current at the date of publication. The information and advice contained herein is advisory in nature and should be used and referenced by users in addition to advice from relevant Government and regulatory bodies.

## Policy elements

There is no standard format for a policy layout, however it is important that policies are consistent. This allows the reader to become familiar with the structure and interpret it easily. Below is a list of elements that could be considered when developing a policy.

**Title:** The title should clearly identify the general topic of the policy and assist those who may be searching for guidance on the policy's topic area. Avoid the word "policy" in title.

**Purpose:** The purpose statement outlines what the policy is designed to achieve.

**Statement:** The policy statement should reflect the basic objectives of the organisation and should be based on the values identified in the service philosophy.

**Scope:** The scope lists the people the policy applies to.

**Responsibilities:** This includes a list of various people within the organisation that would be responsible for policy enforcement.

**Procedure:** Procedures outline the steps required to implement and comply with the policy.

**Background:** Provides factual information about the issues that the policy will address and legal obligations of the service.

**Legislation:** Indicates specific legislation relevant to the policy.

**Sources:** A list of information from specialist sources including organisations and websites.

**Definitions:** Words or phrases that have specific meaning in the policy.

**Related policies:** A list of service policies that impact the policy and addressing similar or related issues.

**Evaluation:** The method and steps of actively monitoring and reviewing the policy to ensure it has achieved its values and purposes.

**Attachments/Appendices:** A list of attachments or appendices included in the policy.

**Dates:** Date for when it was adopted, reviewed, and the date of next review.

**Version Control:** A clear record of how the document was created, developed and reviewed.

**Authority's approval:** This includes the name of who approved the development of the policy.

**Page numbering:** Every page should have a page number.

## Policy development

Policies are living documents that should grow and adapt with the service needs and sector changes. Regular maintenance of policies, through a review and revision process, contribute to the continuous improvement of all aspects of service delivery.

Regulation 168 of the *Education and Care Services National Regulations 2011* requires Approved Providers to have specific policies and procedures in place. In addition to the set policies, services should also consider additional policies that reflect evidence-based practice or a continuous improvement cycle. These additional policies build on legislative requirements and provide services with guidance and structure to deliver quality outcomes for children and families.

Policies should be informed by the service's philosophy statement, current research and contemporary views on evidence-based practice including Early Childhood Australia's *Code of Ethics* and advice from other recognised authorities. As a general rule, every policy should be reviewed every one to three years, when legislation changes, if there's a change of processes or procedures, or when an incident occurs that impacts an existing policy. A good policy management system will support the smooth and effective running of an organisation.

The information sheet can be used at any time throughout the policy cycle (shown in diagram 1).



Diagram 1

## Useful resources

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in early childhood education and care services. The resources listed below are the foundations of all policies within the Early Childhood Education and Care sector, setting benchmarks and guidelines to ensure consistent and effective function across the sector.

- [\*Education and Care Service National Regulations 2011\*](#)
- [\*Education and Care Services National Law Act 2010\*](#)
- [\*Guide to the National Quality Framework\*](#)
- [\*Belonging, Being, Becoming: The Early Years Learning Framework for Australia\*](#)
- [\*Victorian Early Years Learning and Development Framework\*](#)
- [\*My time, Our Place – framework for school aged care in Australia\*](#)
- [\*SNAICC - National Voice for our Children\*](#)

The table below includes links to useful sources and information that are relevant to specific policy areas. This list is not exhaustive but should be helpful, especially to those undertaking a policy review for the first time or with limited experience in this process.

Policy focus	Source
Acceptance and Refusal of Authorisations	<a href="#">ACECQA - Acceptance and Refusal of Authorisations Policy Guidelines</a>
Administration of First Aid	<a href="#">Safe work Australia</a> <a href="#">Work Safe Vic</a> <a href="#">Department of Education – First aid, anaphylaxis and asthma management</a> <a href="#">ACECQA - Administration of First Aid Policy Guidelines</a>
Anaphylaxis	<a href="#">Australia Society of Clinical Immunology and Allergy</a> <a href="#">Department of Education – First aid, anaphylaxis and asthma management</a>
Asthma	<a href="#">Asthma Australia</a> <a href="#">Department of Education – First aid, anaphylaxis and asthma management</a>
Child Safe Environment	<a href="#">ACECQA - Providing a Child Safe Environment Policy Guidelines</a>



Policy focus	Source
	<a href="#">Child Information Sharing and Family Violence Information Schemes</a>  <a href="#">The Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM)</a>  Commission for Young People:  <a href="#">Child Safe Standards</a>  <a href="#">Reportable Conduct Scheme</a>  <a href="#">Child Protection</a>  Department of Education:  <a href="#">Obligations to protect children in early childhood services</a>  <a href="#">Reportable Conduct Scheme</a>  <a href="#">The Child Safe Standards</a>  <a href="#">Incidents and complaints</a>
<b>Code of Conduct</b>	<a href="#">Australian Children's Education and Care Quality Authority</a>  <a href="#">Early Childhood Australia, <i>Code of Ethics</i></a>  <a href="#">United Nations, The Universal Declaration of Human Rights</a>  <a href="#">United Nations, Convention on The Rights of the Child</a>  <a href="#">Victorian Institute of Teaching – The Victorian Teaching Profession Code of Conduct and Code of Ethics</a>
<b>Dealing with Complaints</b>	<a href="#">ACECQA – Dealing with Complaints Policy Guidelines</a>  <a href="#">Department of Education: Early childhood incidents and complaints</a>  <a href="#">Department of Education (DE) – Regional Office</a>  <a href="#">Department of Education: The Kindergarten Funding Guide</a>
<b>Dealing with Infectious Diseases</b>	<a href="#">ACECQA - Dealing with Infectious Diseases Policy Guidelines</a>  <a href="#">Department of Health – Vaccination of infants and children</a>



Policy focus	Source
	<p>Department of Health – <a href="#">Head lice</a></p> <p>Department of Health – <a href="#">A-Z list of Blue Book Diseases</a></p> <p>Department of Health - <a href="#">Exclusion periods</a></p> <p><a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> edition, 2013) National Health and Medical Research Council</a></p>
<b>Dealing with Medical Conditions</b>	<p><a href="#">ACECQA - Dealing with Medical Conditions in Children Policy Guidelines</a></p> <p><a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition, 2013) National Health and Medical Research Council</a></p> <p><a href="#">The Department of Education: Children with medical conditions attending education and care services</a></p>
<b>Delivery and Collection of Children</b>	<a href="#">ACECQA - Delivery of Children To, And Collection From, Education and Care Service Premises Policy Guidelines</a>
<b>Determining Responsible Person</b>	<a href="#">Australian Children's Education and Care Quality Authority (ACECQA)</a>
<b>Diabetes</b>	<a href="#">Diabetes Victoria</a>
<b>Emergency and Evacuation</b>	<p><a href="#">ACECQA - Emergency and Evacuation Policy Guidelines</a></p> <p><a href="#">Department of Education: Emergency Management requirements</a></p>
<b>Enrolment and Orientation</b>	<p><a href="#">ACECQA - Enrolment and Orientation Policy Guidelines</a></p> <p>Department of Health - <a href="#">Immunisation enrolment toolkit</a></p> <p><a href="#">Department of Education: The Kindergarten Funding Guide</a></p> <p><a href="#">Department of Education: Kindergarten Central Registration and Enrolment</a> (where applicable)</p> <p><a href="#">The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS)</a></p>



Policy focus	Source
<b>Excursions</b>	<a href="#">ACECQA – Excursions Policy Guidelines</a> <a href="#">Starting Out Safely</a> <a href="#">VicRoads</a> <a href="#">National Practices for Early Childhood Road Safety Education</a> <a href="#">Department of Education: Excursion and regular outings</a>
<b>Fees</b>	<a href="#">ACECQA - Payment of Service Fees and Provision of a Statement of Fees Charged by The Service</a> <a href="#">Department of Education: The Kindergarten Funding Guide</a> Department of Education, <a href="#">Child Care Provider Handbook</a>
<b>Governance and Management of the Service</b>	<a href="#">ACECQA - Governance and Management Policy Guidelines</a> <a href="#">Our Community</a> <a href="#">Justice Connect</a> <a href="#">Department of Education: Requirements for early childhood services</a>
<b>Incident, Injury, Trauma, and Illness</b>	<a href="#">ACECQA - Incident, Injury, Trauma, and Illness Policy Guidelines</a> <a href="#">ACECQA sample forms and templates</a> <a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> edition, 2013) National Health and Medical Research Council</a> <a href="#">WorkSafe Victoria: Guide to Incident Notification</a> <a href="#">WorkSafe Victoria: Online notification forms</a>
<b>Interactions with Children</b>	<a href="#">ACECQA - Interactions with Children Policy Guidelines</a> Department of Education: <a href="#">Supporting children's behaviour in early childhood services</a> <a href="#">Inclusion Support Program (ISP)</a> <a href="#">The Kindergarten Funding Guide</a>



Policy focus	Source
	<a href="#">Early Childhood Australia, Code of Ethics</a> <a href="#">United Nations, Convention on The Rights of the Child</a> <a href="#">Victorian Curriculum and Assessment Authority</a>
<b>Nutrition, Food and Beverages, Dietary Requirements</b>	<a href="#">ACECQA - Nutrition, Food and Beverages, Dietary Requirements Policy Guidelines</a> Department of Health and Aged Care - <a href="#">Get Up &amp; Grow: Healthy Eating and Physical Activity for Early Childhood Directors/Coordinators Book</a> <a href="#">Department of Education: Healthy eating</a>
<b>Participation of Volunteers and Students</b>	<a href="#">Working with Children Check</a> <a href="#">A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People)</a>
<b>Privacy and Confidentiality (including Confidentiality of Records)</b>	<a href="#">Office of the Victorian Information Commission – IPP Guidelines</a> <a href="#">Office of the Australian Information Commission</a> – Australian Privacy Principles guidelines Victorian Government - <a href="#">Child Information Sharing and Family Violence Information Schemes</a> Victorian Government - <a href="#">The Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM)</a> <a href="#">Department of Education: Child protection in early childhood: privacy and information sharing</a>
<b>Safe Arrival of Children</b>	<a href="#">ACECQA - Safe Arrival of Children Policy Guidelines</a>
<b>Safe Use of Online Environments</b>	<a href="#">eSafety Commissioner</a>
<b>Sleep And Rest for Children</b>	<a href="#">ACECQA – Sleep and Rest for Children Policy Guidelines</a> <a href="#">Red Nose – Resources &amp; Factsheets</a>
<b>Staffing</b>	<a href="#">ACECQA – Staffing Policy Guidelines</a> <a href="#">Working with Children Check</a>



Policy focus	Source
	<a href="#">Department of Education: Staffing Requirements for Early Childhood Services</a>  <a href="#">A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People)</a>  <a href="#">Department of Education: The Kindergarten Funding Guide</a>  <a href="#">Victoria Police – National Police Record Check</a>
<b>Sun Protection</b>	<a href="#">ACECQA – Sun Protection Policy Guidelines</a>  <a href="#">SunSmart sample policies</a>
<b>Transportation of Children</b>	<a href="#">ACECQA - Safe Transportation of Children Policy Guidelines</a>  <a href="#">Starting Out Safely – Road Safety Education Policies</a>
<b>Water Safety</b>	<a href="#">ACECQA – Water Safety Policy Guidelines</a>  <a href="#">Raising Children Network – Water safety for children</a>
<b>Occupational Health and Safety</b>	<a href="#">Work Safe Victoria – Early childhood education and care: Safety basics</a>