

POLICY REFLECTION AND REVIEW POLICY

Updated: January 2025



What are we talking about in this document?

This policy is related to the development and review of Policies and Procedures.



Who is this for?

This policy applies to children, families, staff, management, students, and visitors of the service, as well as the service's community.



Why do we need this policy?

Policies and procedures are required to meet legislative requirements for all early childhood education and care services. Policies and procedures clearly outline the processes all staff employed by a service will follow and assist all 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 service operates

Policy Contents

The Important Stuff

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The Important Stuff

- All policies and procedures will be developed and authored by Keiki Hub.
 - Keiki procedures are contained within policy documents.
- Editing access to the policies and procedures will be restricted to nominated Keiki Hub staff.
- Detailed review notes and documents will be kept by Keiki Hub. Each Centre Coordinator can request these documents for use in their continuous improvement or critical reflection.
- All policies and procedures will provide information on complying with the National Quality Framework, the Education and Care Services National Law (WA) Act 2012 and the Education and Care Services National Regulations 2012.
- All stakeholders have a responsibility to ensure that current information and knowledge is shared to ensure that the policies and procedures remain up-to-date, correct and clear.
- All services can access policies and procedures via the Keiki website at [Policies and Procedures - Keiki Early Learning](#).

- Policies and procedures can be downloaded and printed, but heavy printing isn't recommended as policies and procedures are subject to change outside of the regular review cycle.
- All policies and procedures are part of a regular review cycle as per the Annual Planner.
- All policies and procedures are made available to families.
- During the enrolment and orientation period educators will ensure families are aware of the importance of policies and procedures and where they can be found.

Legislative requirements

Services must have policies and procedures in place relating to the categories listed in Regulation 168 of the National Regulations. Keiki Early Learning has additional policies dependent upon our unique situation and operational requirements.

Families are given at least 14 days' notice of any changes 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; or
- The fees charged or the way in which fees are collected.

If Keiki believes that the safety, health or wellbeing of any child enrolled at the service will be affected, families will be notified of the change as soon as practicable after making the change.

Copies of the service's policies and procedures are available at all times. Staff and families can access the policies through various means, including (but not limited to)

- QR codes displayed at the service
- Family newsletters
- Enrolment & re-enrolment documentation
- Staff handbook & employment documentation
- Hub communications with staff
- Service iPads
- The Keiki Sharing Platform.



Policy Review Procedures/Guidelines

Review process

Centre Coordinators, educators, families, and the service's community will provide input into the review of the policies on an ongoing review cycle, with the final changes being determined by the Keiki Hub.

- The policies are reviewed in line with the annual planner or as required.

- Where policies require review outside of scheduled review (such as in response to a specific event, data from a risk assessment or a change in legislation), the Keiki Hub may or may not request feedback from services.
- Services are encouraged to provide feedback on policies at any time. The Keiki Hub will decide if the feedback will be included in the next scheduled review or requires the policy to be reviewed sooner.
- Keiki Hub reviews feedback, current research, recommendations and guidelines to inform changes to Keiki policies.
- Policies requiring review are shared with Coordinators and staff via newsletters
 - Coordinators are responsible for conducting their own review process within their service.
 - A Policy Review Fact Sheet is also shared to provide services with suggestions on how to meaningfully involve staff, educators, families, children and the community into the review of each policy.
- Reviewed and updated policies are shared via the Keiki Crew Newsletter and Family Newsletters by the Keiki Hub.
- All policies that require a 14-day notice to families will be sent directly from the Keiki Hub to families via Xplor.

New policies

- If a member of staff or service team identifies a need for a new policy the request must be put in writing and emailed to Keiki Hub.
- The request will be reviewed and discussed further with the relevant Keiki Hub staff.
- A draft policy will be created, or if the Keiki Hub team do not feel another policy is required, this will be advised in writing with a clear rationale.
- The draft policy will be presented at the next Centre Coordinator meeting for review or emailed to Centre Coordinators to review.
- The Centre Coordinator will keep the staff member or team up to date with the policy progress.



Supporting Documents

Policies

[Governance Policy](#)

Resources

[Education and Care Services National Law \(WA\) Act 2012](#)

[Education and Care Services National Regulations 2012](#)



Sources

- Australian Children's Education & Care Quality Authority (ACECQA).
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law (WA) Act 2012. (2023).
- Education and Care Services National Regulations 2012. (2024).

- Guide to the National Quality Framework. (2024).
- ACECQA. Preparing NQF policies and procedures. [Preparing NQF policies and procedures | ACECQA](#). (2024)



Links to Regulations

National Quality Standard

Quality Area 6: Collaborative partnerships with families and communities

6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access. Inclusion and participation in the program.
6.2.3	Community engagement	The service builds relationships and engages with its community.
Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purpose	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.
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.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Education and Care Services National Regulations

55	Quality improvement plan
56	Review and revision of quality improvement plan
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

Education and Care Services National Law

167	Offence relating to protection of children from harm and hazards
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Review & Document Control

Policy Reviewed	Modifications
August 2017	Extension of Policy from regulations and set out expectations for all parties
15 th November 2017	No changes recommended by Mandy (Panel)
8th January 2018	Quality Area updated to reflect changes to NQS. Centre Director changed to Coordinator.
23rd April 2018	Added Review Panel to the policy
14th May 2018	Added about the Policy Review Panel.
5 th May 2020	Rewritten using new process for the review of policies and procedures.
May 2021	Added visual description of review cycle. Checked sources. Added information about accordance with regulations.
November 2022	New format. Updated wording related to document names. Changed title from Administration Manager to Keiki Hub. Updated new email address.
January 2025	New template. Review and update of process. Reword for clarity & conciseness. Rename.

Disclaimer

It is each employee, family and visitor to the service's responsibility to read, understand, follow and address any concerns with management about this policy.

Are you looking at the most recent version of this document?

You can find it at: <https://keikiearlylearning.com.au/policies-and-procedures/>

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