



# PROCEDURE DEVELOPMENT AND REVIEW

<b>Policy Hierarchy link</b>	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011: 168, 172		
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<b>Superseded Documents</b>			
<b>File Number</b>	Contact the <a href="#">Records &amp; Archives Office</a> .		
<b>Associated Documents</b>			
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective Date</b>
1.1	Early Years Management	08 September 2016	08 September 2016

## 1. Purpose and Scope

UNSW Early Years have a range of procedures which have been developed to provide clear operational practices for staff, families and student engaged with UNSW Early Years.

In order for procedures to be relevant and robust a clear procedure for review and development is required. A systematic approach to review will ensure that procedures remain current and relevant.

New procedures may be required to be developed due to a range of circumstances such as changes in the regulatory environment, operational changes or following an incident.

For educators working within the centres, this procedure aims to support their practices and assist in decision making, knowing that the procedures developed are current and clear.

For families and the community it is a way to share the opportunities to engage in the review and development process as well as be assured that procedures are relevant and clear.

This procedure relates to Early Years wide procedures, notwithstanding that each Campus may have specific guidelines for practice that do not fall within the requirements of this procedure.

## 2. Definitions

The term 'procedure' is used in lieu of policy to comply with UNSW requirements.

## 3. Procedure

All developed procedures will be set out as per UNSW policy template. This template includes approval dates, effective dates and requires modifications to be noted.

### **Process for developing a new procedure:**

1. A preliminary document will be developed by delegated UNSW management team member utilising relevant information sourced from government bodies; peak Early Childhood Organisations and relevant regulations / legislation as relevant.
2. The document will be reviewed by the entire UNSW management team.
3. The document will be distributed in draft form to centre committee members and staff for comment. It may at this point be 'tested' for robustness and clarity utilising scenario based questions.
4. An edited version will be electronically distributed or provided to all UNSW Early Years families and staff with clear guidelines for the consultation period (usually 2 weeks) and how to provide comment/ feedback.
5. At the end of the stated consultation period delegated UNSW Early Years management will review the feedback and make changes as appropriate.
6. The edited document will be provided to the General Manager Early Years for final review and insertion of an approval and effective date.
7. The approved version will be uploaded to the UNSW Early Years website. Families will be informed as this occurs.

### **Process for reviewing procedures:**

1. Review dates are noted on a review schedule. This schedule establishes the period of time between reviews/ when the review is to take place.
2. An up to date review schedule will be available on the Early Years Website.
3. Reviews will occur every three years or more frequently should changes to legislation or other require a more prompt review.
4. When a procedure is due to be reviewed Early Years Management will seek relevant legislation and documentation from Peak Bodies where possible to ensure compliance and currency.
5. Required changes will be made by a delegated member of Early Years Management using track changes. It may at this point be 'tested' for robustness and clarity utilising scenario based questions.
6. Significant changes will be noted in Appendix A of each procedure.
7. The edited document will be provided to the General Manager Early Years for final review and insertion of an approval and effective date.
8. The approved version will be uploaded to the UNSW Early Years website and families informed as this occurs.

## **4. Review & History**

## **5. Acknowledgements**

Legal and Policy Framework

## Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Early Years Management	28 April 2016	28 May 2016	New procedure
1.1	EYM	08.09.16	08.09.16	Review cycle changed to 3 years