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Quality Compliance Policy

The Service strives to meet the National Quality Standard for Early Childhood Education and Care and School Age Care and the requirements for Approved Providers of child care services under the Education and Care Services Law Act WA 2012 and Education and Care Services Regulations WA 2012 in such a way as to best fulfil its ability to care for children and to carry out the agreed policies and procedures of the Service.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services Law Act WA 2012 and Education and Care services Regulations WA 2012
- 'My Time, Our Place' Framework for School Age Care
- NQS Area: 4.1; 7.1; 7.2; 7.3.
- Policies: Philosophy Statement, providing a child safe environment (Mandatory Reporting), Interactions with children, Health and Safety, Managing the indoor and outdoor environments, Building Equipment and Maintenance, Responsible Person, Injury accident and illness, Governance.

Procedures

The Service has developed, and will regularly review and update, written policies for conduct of the Service (including at least the matters required by the Education and Care Services Regulation WA 2012 and the National Quality Standards).

The Manager requires the Co-ordinator, or her/his nominated delegate to act as Quality Officer to:

- ensure and monitor the implementation of this Quality Compliance Policy;
- check for, record and act on any non-compliances by the Service or its employees

with this Quality Compliance Policy or any Quality Areas; and



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- to monitor changes in the Education and Care National Law Act, WA 2012 and the National Quality Standards (or any specific quality elements) which may affect or require a change to any of the Policies and Procedures of the Service.

The Coordinator's role is to report on all such matters to the Co-ordinator, who will, in turn, report to the Manager.

The Service adopts a statement of Service Philosophy, as part of its Policies and Procedures, which reflects National Quality Standard compliance as a minimum, but which truthfully reflects the values promoted by the Manager and the Coordinator within the Service.

Educators are an important part of the Service and:

- are consulted as appropriate in the development and modification of all Policies and Procedures;
- are provided with an up-to-date Educator Handbook, containing relevant information necessary to enable them to abide by Service Policies and Procedures;
- agree to adhere to all values, Policies and Procedures, through written terms of

employment and role statements, including acceptance that repeated failure to comply may result in termination of employment.

The Co-ordinator in conjunction with the Manager is responsible to conduct regular informal assessments, and formal annual performance reviews, of all employees adherence to Policies and Procedures and to take immediate appropriate steps to address non-compliances.

The Statement of Service Philosophy is displayed on the wall of the Service, in the Educator Handbook, and in the Parent Handbook.

Children and families are an important part of the Service and:

- are actively invited to participate in decision-making and Policy development

wherever appropriate;





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- are kept informed of all Policies and Procedures, and their means of communicating with the Service, through a Family Handbook and regular communications via the Service newsletter.
- In addition to this General Quality Compliance Policy, the National Quality Standards requirements of the current legislation are incorporated into the specific Policies and Procedures of the Service.

