

Policy Development and Review

Policy Statement

Kids Biz policies and procedures will be developed, reviewed and implemented where appropriate and as necessary, with the best interests of all Kids Biz clients/stakeholders firmly in mind. In addition to regular updates and amendments, all policies and procedures will be reviewed annually to update outdated or redundant information.

Policy Considerations

- National Quality Standards/Elements: 7.1 (Governance), 7.2 (Leadership)

Procedure

- Kids Biz OSHC will ensure the development of all required policies under the National Standards.
- Other policies are to be developed as deemed necessary by Kids Biz OSHC.
- This will be based on the following criteria:
 - a. An issue or problem arises that is not addressed in a current policy
 - b. A current policy is not meeting the current need
 - c. Daily operations of the Service are unclear to staff, parents or Kids Biz OSHC
 - d. Staff, parents or Kids Biz OSHC are unsure what to do in a certain situation
 - e. There have been changes due to outside influences
- Any persons involved in the Service are to feel welcome to make suggestions and discuss any concerns they may have regarding current policies.
- Policies will be reviewed on an annual basis and more frequently if the need arises.
- Changes to existing policies will be advised via email and adjusted accordingly on the Kids Biz website.
- Staff and families will be provided with an opportunity to provide feedback on updated policies.

Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review

Reviewed on:	14/07/2020	Approved on:	15/07/2020
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