

Policy Development & Review Statement

Annual review and development of policies and procedures will be undertaken by the Outside School Hours Care Service Management Sub-Committee of the School Council, in collaboration with the Brunswick East Primary School Outside School Hours Care Service (BEPS OSHC Service) Coordinator and assisting educators. Drafts are circulated to seek input from staff and feedback from families, before final approval from the School Council.

In accordance with Regulation 168 of the *Education and Care Services National Regulations (2011)*, the School Council will ensure that the BEPS OSHC Service has in place policies and procedures in relation to the matters set out in sub-regulation (2) of this regulation, including policies and procedures prepared in accordance with any laws applicable to Victorian education and care services for children.

In accordance with Regulation 172 of the *Education and Care Services National Regulations (2011)* BEPS OSHC Service will ensure that families of children enrolled at the Service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the Service’s provision of education and care to any child enrolled at the service; or a family’s ability to utilise the service; or affect the fees charged or the way in which fees are collected.

To ensure that that the Service is compliant, and to maintain collaborative approaches with the community, the Service will notify all families of children enrolled at least 14 days before making ANY policy change, unless this time period would pose a risk to the safety, health or wellbeing of any child enrolled in the service, in which case the Service will act to adjust any policies and/or procedures to ensure the safety, health and wellbeing of all children at the service, and will notify families as soon as practicable after making the necessary change(s).

The School Council authorises this policy document and welcomes the opportunity to discuss any aspect with stakeholders. The School Council appreciate the support of parents/guardians while it strives to provide a quality education and care service for children and families in its community.

Date approved: July 2017

Signed on behalf of School Council: _____

Review Date: June 2018

Approved	July 2017	Review date:	July 2018
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