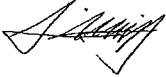
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: POLICY DEVELOPMENT AND REVIEW		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families and children.

2. Policy Statement

The YMCA of Sydney aims to provide effective management and a quality service through the ongoing development and review of policies, which are required to run the service efficiently.

Management will ensure that all individuals, including staff, children, parents and community members are aware of relevant policies and have free access to the policy document.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Archiving Records Policy
- 3.2. Customer Feedback Policy
- 3.3. Maintenance of Records Policy
- 3.4. Professionalism Policy

4. Responsibilities & Delegations


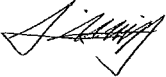
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles


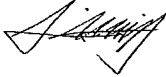
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

- Management will ensure the development of all required policies under the National Standards.
- Other policies are to be developed as deemed necessary by the management.
- This will be based on the following criteria:
 - An issue or problem arises that is not addressed in a current policy.
 - A current policy is not meeting the current need.
 - Daily operations of the centre are unclear to staff, parents or management.
 - Staff, parents or management are unsure what to do in a certain situation.
 - There have been changes due to outside influences.
- All policies must reflect the current philosophy of the centre.
- The review of policies will be based on the following criteria.
 - Is the policy operating effectively?
 - Does it include appropriate responses to individual incidents?
 - Does it meet the needs of all involved in the centre?
 - Does it meet the aims and objectives as outlined?
 - Is it consistent with current philosophy?
 - Is it consistent with current legislation, acts and standards?
- All changes are to be recorded in the policy document with the date of endorsement.
- All changes will be done with consultation between parents and children prior to implementation.
- All policies and procedures will be reviewed as per revision date.
- All changes/review of policies will be approved and signed of by the CEO.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

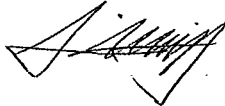
I endorse the Policy Development and Review Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009