

3:2 SELF REVIEW POLICY

Created: December 2013 / Reviewed/updated: June 2015

Review is the deliberate and ongoing process of finding out how well our practice enhances children's learning and development. Review allows us to see which aspects of our practice are working well and what we could do better. As a result, we can make decisions about what to do to improve. Through review, our practice is transformed and, ultimately, children's learning benefits.

PROCESS

The Centre will follow the guidelines as laid out in the publication Nga Arohaehae Whai Hua – Self-Review Guidelines For Early Childhood Education.

CENTRE HANDBOOK

Our Centre Policies and Practices and Governing Principles (Mission and Philosophy) will be reviewed regularly or as appropriate, in light of any changes to our statutory obligations, governing authorities, market conditions, resources, service intentions and features, and changes to childcare practices.

Reviews will be undertaken as follows:

Individual Policy Reviews – due to new information or changes

- As new information comes to hand or changes to practices require the relevant policy to be reviewed and amended. Any changes will be consulted as it is deemed appropriate.

Individual Policy Reviews – Scheduled

- As policies come up for review, the Management and Staff Team will review the policy and update or amend it accordingly.

Full Handbook Reviews

- As significant changes occur in the industry like the introduction of new Regulations or Criteria.

If changes are deemed necessary, they will be made in consultation with staff and parents, if appropriate. This may be completed verbally (at meetings or the like) or in writing, at a scale that reflects the proposed changes.

After any consultation is completed, the necessary documentation will be amended (submitted for approval to our governing bodies if necessary), and made available to staff and parents.

CENTRE HANDBOOK REVIEW PROCESS

- The appointed Reviewer(s) will review the current process, practice and/or documentation, undertake any research or data collection that is necessary and compile new draft documentation.
- Once the Reviewer(s) is satisfied, documentation for consultation will be prepared on pink paper (and notated as 'draft for consultation' and dated). The level of consultation will be as is appropriate

for the level of change and/or impact (eg, Notice on Noticeboard with directives to documentation for parents review, parent newsletter, separate documentation in 'parents pockets', meeting, etc)

- The Reviewer(s) will compile and consider the Consultation Feedback received, make any amendments they deem appropriate, and prepare new documentation. If required, another round of consultation would take place. Otherwise the new documentation would be presented to Management for ratification.
- Once Management has ratified the documentation, the new documentation will be considered final.