

# Bass Hill Public School

## Preschool Quality Assurance



Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
<b>7.2</b>	Regulation 55-56	<a href="#">Leading and Operating Department Preschool Guidelines</a>
<b>7.2.1</b>	Regulation 31	
	Regulation 168 -169	<a href="#">Preschool Handbook (PDF 7.2MB)</a>
	Regulation 170	
	Regulation 172	<a href="#">Leading and Managing the School Policy PD/2004/0024/V01</a>
	Regulation 185	

### Pre-reading and reference documents

Quality Improvement Review Planner (appendix 1)

### Staff roles and responsibilities

#### Preschool Supervisor – Assistant Principal

To follow the review planner and ensure all documentation is reviewed

### Procedure

A Quality Improvement Review Planner is in place in the Preschool to ensure continued improvement in quality practice. The Planner documents planned stage meetings and planning days across the year which will allow educators and leaders time to review and reflect on the QIP and Local Procedures.

Agendas for each planned meeting document the specific reviews to be completed at each sitting and are detailed within the Review Planner

### Record of procedure's review

#### Date of review and who was involved

Term 1 - 23/2/2022 Joanne Jurgeit & Amy Buckland

#### Key changes made and reason/s why

Deleted regulation 114 - no longer appropriate/relevant  
Delete hyperlink - appendix is attached  
Amended appendix for 2022

#### Record of communication of significant changes to relevant stakeholders

Relevant stakeholders were involved in the reviewing process and are aware of the changes. 23/2/22

## Quality Improvement Review Planner 2022

Term	Meeting	Week	Document to be Reviewed
Term 1	Stage Meeting	1- 3	Staff Mandatory Training
	Planning Day	5	Review QIP Strength Statements Goal Setting
	Stage Meeting	6	Procedure Review <i>Quality Assurance</i>
	Stage Meeting	8	Procedure Review <i>Daily Operating Delivery &amp; Collection of Children</i>
	Planning Day	10	Review QIP Strength Statements Review Philosophy
Term 2	Stage Meeting	1	Procedure Review <i>Providing a Child Safe Environment</i>
	Stage Meeting	3	Procedure Review <i>Dealing with Complaints Acceptance and Refusal Authorisations</i>
	Planning Day	5	Review QIP Standard 1-2
	Stage Meeting	5	Procedure Review <i>Administration of First Aid Emergency and Evacuation</i>
	Stage Meeting	7	Procedure Review <i>Emergency Plan Enrolment and Orientation Excursions</i>
	Stage Meeting	10	Procedure Review <i>Governance Hand washing Incident/Injury</i>
	Planning Day	10	Review QIP Standard 3-4

## Quality Improvement Review Planner 2022

Term	Meeting	Week	Document to be Reviewed
Term 3	Stage Meeting	2	Procedure Review <i>Nutrition &amp; Diet</i> <i>Medical Conditions</i> <i>Nappy Changing</i>
	Planning Day	4	Review QIP Standards 5-6
	Stage Meeting	4	Procedure Review <i>Sun protection</i> <i>Sleep &amp; Rest</i>
	Stage Meeting	6	Procedure Review <i>Water Safety</i> <i>Payment of Fees</i>
	Stage Meeting	8	Procedure Review <i>Evacuation &amp; Care</i> <i>Services &amp; National Regulations</i>
	Planning Day	9	Review QIP Standard 7
Term 4	Planning Day	4	Review Philosophy 2022 Organisation – Family Induction Processes
	Stage Meeting	6	Transition Statements
	Stage Meeting	8	Procedures that may need further updating