

# Preschool Procedure

## Quality Assurance



<b>Current</b>	<b>Term 2 2019</b>
<b>Next Review</b>	<b>Term 1 2020</b>
<b>Regulation(s)</b>	<b>R55-56</b> <b>R31</b> <b>R.168-169</b> <b>R. 170</b> <b>R.172</b> <b>R.185</b>
<b>National Quality Standard(s)</b>	7.2 Effective leadership build and promotes a positive organisational culture and professional learning community. <ul style="list-style-type: none"> <li>7.2.1 Continuous improvement - There is an effective self-assessment and quality improvement process in place.</li> </ul>
<b>Relevant DoE Policy and link</b>	<a href="#">Leading and Managing the School Policy PD/2004/0024/V01</a>
<b>Relevant School Procedure</b>	
<b>DoE Preschool Handbook January 2016</b>	<a href="#">Preschool Handbook (PDF 7.2MB)</a>
<b>Key Resources</b>	<a href="http://files.acecqa.gov.au/files/NationalQualityFrameworkPoster.pdf">http://files.acecqa.gov.au/files/NationalQualityFrameworkPoster.pdf</a> Quality Improvement Review Planner (appendix 1)

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

<b>Quality Improvement Review Planner 2019</b>			
<b>Term</b>	<b>Meeting</b>	<b>Week</b>	<b>Document to be Reviewed</b>
Term 1	Stage Meeting	5	Staff Mandatory Training
	Planning Day	5	Review QIP Strength Statements Goal Setting
	Stage Meeting	7	Procedure Review <i>Quality Assurance</i>
	Stage Meeting	9	Procedure Review <i>Daily Operating</i>
	Planning Day	10	Review QIP Strength Statements Goal Setting
Term 2	Stage Meeting	3	Philosophy Review
	Stage Meeting	5	Procedure Review <i>Acceptance and Refusal Authorisations</i> <i>Administration of First Aid</i> <i>Dealing with Complaints</i> <i>Delivery and Collection of Children</i>
	Planning Day	5	Review Strengths Statement Standard 1-2 Goal Setting, Evaluation and Review
	Stage Meeting	7	Procedure Review <i>Emergency and Evacuation</i> <i>Emergency Plan</i> <i>Enrolment and Orientation</i> <i>Excursions</i>
	Stage Meeting	9	Procedure Review <i>Governance</i> <i>Handwashing</i> <i>Incident Injury Trauma and Illness</i> <i>Infectious Diseases</i>

Appendix 1

			<i>Interactions with Children</i>
	Planning Day	9	Review Strengths Statement Standard 3-4 Goal Setting, Evaluation and Review
Term 3	Stage Meeting	3	Procedure Review <i>Medical Conditions Nappy Changing Nutrition and Dietary Requirements Payment of Fees Providing a Child Safe Environment</i>
	Stage Meeting	5	Procedure Review <i>Staffing Sun Protection Sleep and Rest Water Safety</i>
	Planning Day	5	Review Strengths Statement Standard 5-6 Review Strengths Statement Standard 1-2
	Stage Meeting	7	Procedure Review Education and Care Services National Regulations
	Stage Meeting	9	Orientation Planning
	Planning Day	9	Review Strengths Statement Standard 7
Term 4	Stage Meeting	3	Philosophy Review
	Stage Meeting	5	
	Planning Day	5	2020 Organisation
	Stage Meeting	7	
	Stage Meeting	9	