

NCAC Policy Development Guide

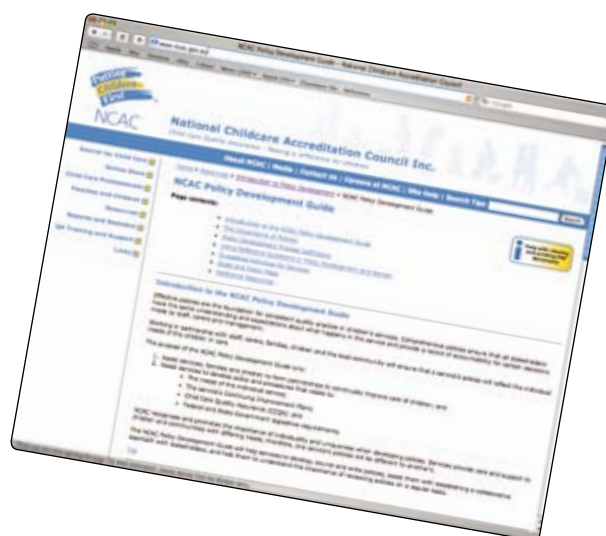
In children's services effective policies are essential to ensuring that all stakeholders have the same understanding and expectations about what happens in the service. Effective policies inform and guide daily practice, so they need to be clearly written, current and easily accessible to all service stakeholders.

NCAC has developed a *NCAC Policy Development Guide* to assist services to identify the need for a policy as indicated in the *Quality Practices Guides* for family day care, long day care and outside school hours care settings.

The purpose of the *NCAC Policy Development Guide* is to:

- Assist services, families and children to form partnerships to continually improve care delivery to children
- Assist services to develop policy and procedures that relate to:
 - The needs of the individual service;
 - The service's *Continuing Improvement Plans*;
 - Child Care Quality Assurance; and
 - Federal and State Government legislative and licensing requirements.

Individuality and service uniqueness is an important consideration when developing policies. Services provide care and support to children and communities with differing needs, therefore, one service's policies will be different to another's.



The *NCAC Policy Development Guide* will help a service reach the goal of developing, sourcing and writing a policy, assist with establishing a collaborative approach with stakeholders, and highlight the importance of reviewing policies on a regular basis.

Services can utilise the *NCAC Policy Development Guide*, which features a sample policy template and suggested activities, to create policy documents which reflect daily care practices and highlight areas of continuous improvement.

An initial policy template on smoke free environments is included. More policy templates will be added to the website as they become available.

The *NCAC Policy Development Guide* will be available from the NCAC website in October 2006. ■