

Notification of changes to policies and procedures

(Regulation 172: Notification of change to policies or procedures)

DateMAY 2015sent to committee MAY 2015 put on notice board and website notification	
This notice relates to a change in	Policy Development and Review	
Change relates to	Administration Enrolment and Orientation Payment of fees Operational hours Nominated Supervisor Care procedures Health & Safety Physical Environment	Menu planning Emergency Evacuation Injury and illness Sun protection Staffing arrangements Excursions Management & governance Programs and practice
Name of policy or procedure	Electronic Device Policy Email, Internet and Social Media Policy for staff Family Grievance and Complaints Governance and Management Child Collection/Late Fee Policy Payment of fees Purpose for which information is collected Policy review and management Risk assessment and management Relevant Information sharing Restricted Access Custody policy Staff Grievance and Complaints/concern policy	
Nominated change	Regulation updates and controls	
Reason for change	Policy Review	
Impact action required	Full centre impact on compliance	
Date changes will take effect	MAY 2015	
Other relevant information (e.g. documents which inform the policy or procedure)	MAY 2015	

Services are legally required to ensure families are notified of any changes to policies which affect: the service's provision of education and care to any enrolled child or a family's ability to use the service; fees; or fee collection procedures, 14 days in advance.