

# Notification of changes to policies and procedures

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

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| <b>Date</b>   | .....JUNE__2016 .....sent to committee<br>JUNE 2016 put on notice board and website notification   |  |
| <b>This notice relates to a change in</b>   | Policy Development and Review  |  |
| <b>Change relates to</b>  | <b>Administration</b><br>Enrolment and Orientation<br>Payment of fees<br>Operational hours<br><b>Nominated Supervisor</b><br>Care procedures<br><b>Health &amp; Safety</b><br>Physical Environment | Menu planning<br>Emergency Evacuation<br>Injury and illness<br>Sun protection<br><b>Staffing arrangements</b><br>Excursions<br><b>Management &amp; governance</b><br>Programs and practice |
| <b>Name of policy or procedure</b>  | Code of Conduct<br>Staff vision statement (formal code of conduct)<br>Code of conduct for volunteers and Duke of Ed students   |  |
| <b>Nominated change</b>   | Regulation updates and controls  |  |
| <b>Reason for change</b>  | Policy Review  |  |
| <b>Impact action required</b>   | Full centre impact on compliance   |  |
| <b>Date changes will take effect</b>  | JUNE 2016  |  |
| <b>Other relevant information (e.g. documents which inform the policy or procedure)</b> | JUNE 2016  |  |

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.