

Family Day Care Self-Assessment and Continuous Improvement Policy

Section: 7

Policy ID Number: 7.5

Link to National Quality Standard: 7.2.1, 7.2.2, 7.2.3

Link to Education and Care Services National Legislation: r55, r 56, r118, r173

1 Policy Statement

Family Day Care will implement an ongoing self-assessment and continuous improvement cycle to ensure delivery of a high-quality, flexible service to children and their families.

2 Rationale

Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Educators, Educator family members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

Critical reflection and assessment supports the delivery of high-quality care and education. Reflecting on all areas of service delivery will ensure effective functioning across all seven quality areas; enabling quality outcomes for children and their families.

3 Procedures

- The service philosophy will contain the purpose and principles that the service operates under. It will underpin decisions, policies and daily practice. The philosophy will guide Educators planning and practice in delivering the educational program.
- The philosophy will be reviewed regularly by the Coordination Unit with input from Educators and families.
- The Coordination Unit will develop and maintain a service Quality Improvement Plan (QIP). This will be reviewed and updated regularly in staff meetings and Educators and families will be invited and encouraged to contribute to the QIP. This could be in meetings, via surveys or individual conversations. Their reflections will be included in the document.
- The QIP will be used to identify service strengths, areas for improvement and to set goals and record progress toward achieving these.
- The service will actively participate in the Quality Assessment and Review (QAR) process conducted by the regulatory authority and will submit the QIP and any other relevant documents when requested within set timeframes.
- The service will actively participate in any visit/s undertaken by the regulatory authority as part of the QAR process. The Coordination Unit will use the resulting report to update the QIP and further identify strengths and goals to work toward.
- The overall rating of the service, as a result of each QAR process, will be displayed at the Coordination Unit and in each Educator's home.
- The service has a delegated Educational Leader who leads the support of Educators in delivering their educational program, including reflective practice. The Educational Leader is supported in this role by the Coordinator of Children's Services and all Resource Officers.
- All Coordination Unit Staff are required to participate in the Council's annual Performance and Development Review (PDR) process. This provides each staff member the opportunity to reflect on achievements and challenges during the previous year and set professional development and training goals for the year ahead.
- As part of the PDR process Coordination Unit staff meet with their direct supervisor to discuss their review and they are provided with feedback and additional goals may be added.

- Coordination Unit staff have regular one on one meetings with their direct supervisor during the year, and during these meetings there is opportunity to reflect less formally on practice and goals.
- All Educators are required to participate in the annual Self-Assessment and Review (SAR) process with the Coordination Unit. Each Educator is provided a template to assist them to reflect on the previous year, identify strengths and challenges and to set professional development and training goals for the year ahead.
- Once the SAR document is submitted to the Coordination Unit, two members of the team will meet with each Educator to discuss the reflections, provide further feedback and additional goals may be added.
- During the year on home visits the Resource Officers will discuss the Educators goals and progress with them less formally, providing opportunity to seek support if needed to develop practice.

4 References

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)

Revision History

Date	Revision No.	Revision Section	Revision Description
January 2022	1.0	All	Policy creation)
January 2025	Next Review Date		