A-7	POLICY REVIEW AND APPROVAL	

PRINCIPLES

TWOOSH policies are created and documented to meet legal obligations and to support any family feedback regarding TWOOSH operations.

We review our policies regularly to ensure they are current, reflect what the Management Committee and Educators believe is appropriate, and provide a good communication tool for families and Educators.

REFERENCES AND CONSIDERATIONS

- Education and Care Services National Regulations, 2011

Related TWOOSH documents

- TWOOSH Constitution

DEFINITIONS

Committee Policy Representative	A representative of the Management Committee appointed by the Committee to work closely with, and be the main point of contact for, the TWOOSH Leadership Team for all matters relating to policy creation, review and approvals. This role may or may not be filled depending on availability.
Policy Coordinator	A person from the TWOOSH Leadership Team e.g. the Director or a delegate who is responsible for coordinating the policy reviews
Policy reviewer	A person tasked with reviewing an assigned policy; all members of the Management Committee are expected to take on the role of policy reviewer
Policy Team	A team consisting of the Director, a delegate from the TWOOSH Leadership Team (e.g. Assistant Director), and at least one Management Committee member (e.g. the Committee Policy Representative) – this Team serves as the custodian of the policies

POLICY

- Policies are created as needed, in particular, where required by regulation.
- Each TWOOSH policy is subject to review at least every 18 months.
- Families or Educators may request the Management Committee to amend an existing policy.
- Any policy not yet approved by the Management Committee is designated as draft. New, revised, or updated policies are not considered active until they have been endorsed by the Management Committee. Existing policies will stand in place until the endorsement occurs.

- Policies may be rescinded only by the Management Committee.
- All Educators must adhere to approved TWOOSH policies and review these regularly.

Responsibilities

Management Committee

The Management Committee is responsible for:

- Commissioning and approving any new policy.
- Appointing a member of the Management Committee to be the Committee Policy Representative (where available)
- Accepting scheduled items presented by the Policy Coordinator and reviewing assigned policies (see 'Policy reviewers' section below)
- Providing guidance to the Policy Team as necessary.
- Considering the recommendations of the Policy Team, and making a decision about reviewed policies by either:
    - keeping the policy as is (ie no revision required);
    - approving the revised policy; or
    - rescinding the policy.

Policy Coordinator

The Policy Coordinator is responsible for:

- Preparing a schedule of policy reviews.
- Proposing a review schedule to the Management Committee noting the timing and expected workload of the review. (The schedule will cover a period at least to the next scheduled Committee meeting)
- Sending out policies to assigned policy reviewers.
- Working with the Policy Team to ensure that reviewed policies are ready to be presented to the Management Committee at the next Committee meeting.
- Accepting and considering submissions from families and other stakeholders where applicable.

Policy reviewers

All members of the Management Committee are expected to take on the role of policy reviewer. Policy reviewers are responsible for:

- reviewing the policy assigned to them by the Policy Coordinator within the requested timeframe.

Steps for conducting a policy review are listed in Appendix 1: Policy reviewer guide.

The Committee Policy Representative acts as a second reviewer for all policies.

Policy Team

The Policy Team serves as the custodian of the policies. The Policy Team is responsible for:

- Developing a new policy (where commissioned by the Management Committee), involving other individuals as necessary (e.g. specific member of Management Committee with specific expertise relating to the policy area)
- Ensuring all TWOOSH policies are set in the TWOOSH template.
- Updating policies based on comments and suggestions from policy reviewers.
- Making a recommendation to the Management Committee about a revised policy.

TWOOSH Director

The Director is responsible for ensuring that:

- Families are informed of accepted schedules and can make a submission to the policy review/creation team.
- Families are notified within 14 days of policy changes (as per regulation 172)
- Educators have an understanding of the relevant policies and procedures, and read through this on a scheduled basis at least annually.
- only approved policies are made available
  - in printed form for families to read while at the TWOOSH building
  - in electronic form on the TWOOSH website (as per regulation 171)
- There is an electronic archive of of all approved policies, including rescinded policies and old versions; these should be kept for a minimum of 5 years.

Policy documentation

Policy sections

While a generic term of 'policies' apply to all TWOOSH policies, a policy document may include one or more of the following sections:

Section	Purpose	Owner	Changes can be suggested by	Approval
Principles	Lists principles that guide TWOOSH's policy development	Management Committee	Policy reviewer Management Committee Policy Team TWOOSH Leadership Team	Management Committee
Policies	Governs how TWOOSH acts			
Procedures	Reflects how the policy will be implemented (must be consistent and comply with the rest of the policy)	TWOOSH Leadership Team	Policy reviewer Management Committee Policy Team TWOOSH Leadership Team	Director (as long as compliant with rest of policy); Management Committee will be informed of changes

In relation to the procedures section:

- Procedures are reviewed annually by the TWOOSH Leadership Team following the same schedule as the Management Committee policy review process.
- The TWOOSH Leadership Team may make changes to the procedures section of the TWOOSH policies as long as the procedures remain consistent and comply with the rest of the policy.
- Suggested changes to procedures will be visible (marked as tracked changes) to the Management Committee when they review the policies.
- If changes are required outside of review period this will be communicated to the Management Committee.

Policy identification and version control

Each policy document should be clearly identifiable, versioned and include a version history for each review (review date, initials of policy reviewer/s).

PROCEDURES

Schedule

- The Policy Coordinator will propose a policy review schedule to the Management Committee during a committee meeting.
- If required, the Management Committee may also commission a new policy.
- The Director will inform TWOOSH families of accepted schedule items for review and commissions for new policy, with an invitation for families to contact the Policy Coordinator to provide input if they wish.

Review

- Prior to the planned review start date, the Policy Coordinator will distribute the existing policy to the nominated policy reviewers.
- The reviewers will be responsible for making any suggested changes in the policy document and return it to the Policy Team.
- The Policy Team will be responsible for updating the policy based on the received feedback and distributing the final draft to all Management Committee members the week prior to the Committee meeting.

Recommendation and approval

The Policy Team will present their recommendation to the Management Committee, stating any notable points about the revised policy draft. In most cases the recommendation will be to approve the revised policy draft. The Management Committee will then resolve to accept the recommendation or not.

Revisions

Date of next review: December 2025

Date	Review	Approved by
May 2016		TWOOSH Management Committee
Nov 2016		TWOOSH Management Committee (changes to introduce the role of a policy coordinator)
11.9.17		TWOOSH Management Committee
17.09.18		TWOOSH Management Committee
29.07.19		TWOOSH Management Committee
14.09.20	MK	TWOOSH Management Committee – major policy update to reflect current roles and practices, as discussed with Committee (10 Aug 2020)
02.08.21	MK	TWOOSH Management Committee

18.06.24	JS	TWOOSH Management Committee
24.11.25	BU	TWOOSH Management Committee

APPENDIX 1: POLICY REVIEWER GUIDE

Policy review steps

- Once received via email, download policy to computer, open in MS Word and turn on 'Track Changes' in the 'Review' panel.
- Check that the information contained in the policy is current, relevant and fit for purpose.
  - Check the currency and relevance of items listed in the 'References and Considerations' section (e.g. if there is a more version of a legislation or policy); if unsure, please leave a note for the Policy Coordinator
  - Consider if any information is missing, and/or can be deleted due to repetition or lack of relevance, and/or if any changes need to be made due to changes in circumstances
  - Ensure that the policy is clear and easy to understand.
  - Consider spelling, grammar and preferred terms (see Table 1 below).
- Make any suggestions for change directly in the policy document (ensure 'Track Changes' is switched on) – use the 'New Comment' function to flag any comments or queries for the Policy Coordinator.
- Once review is completed, save and send back to the Policy Coordinator via email. If no change was needed simply respond by email and state that there were no suggestions for change.
- If necessary, the Policy Coordinator will respond with clarifications and/or comments. Any unresolved issues and/or issues warranting discussion by the Management Committee will be presented to the Management Committee at the next meeting.

Table 1: TWOOSH preferred terms

Preferred terms (clarification/definition)	Avoid	Note
Assistant Director		Proper noun (ie note upper case)
authorised person	Nominated person	Sentence case (ie capitalisation depends on sentence)
child/ren	Student/s Kid/s	
Director (default) OR **Nominated supervisor** (if relating to official role eg in Staffing Policy)		Proper noun Nominated supervisor (if relating to official role eg Staffing Policy)
Educator (default) OR **Employee** (if discussing formal arrangements of employment etc)	Staff Staff member	Proper noun
Family Information Booklet	Parent Information Handbook; Parent Handbook Parent Information Leaflet	Proper noun
guardian	parents carers	Sentence case

Inclusion Support Program (funded by the government; creates a service support plan for TWOOSH and means we can access funding) **inclusion support team** (team of TWOOSH Educators that meet and discuss inclusion of children, create resources and supports for Educators; and work on plans for specific children) **Inclusion Support Unit** (TWPS classes for these children) **inclusion support** (usually refers to the funding to have additional educators to support inclusion of children)	Support Unit	Proper noun for 'Inclusion Support Program' and 'Inclusion Support Unit' Sentence case for 'inclusion support team' and 'inclusion support'
Management (ie Management Committee + TWOOSH leadership team)		Proper noun
Management Committee (refers to parent committee) OR **the Committee** (if used repeatedly in the document)	Parent committee; Not to be confused with 'Management'	Proper noun
medication	drug medicine	
pick up	collect retrieve	Opposite is 'drop off'
Policy A-0 (when cited in text) OR **Policy A-0 – Title** (when cited in 'References and Considerations' section)		Policy citation should take these formats
principal OR **school principal**	TWPS Principal	Sentence case
Responsible Person	Daily supervisor	Proper noun (otherwise appears strange in a sentence)
Tribe Leader		Proper noun
TWOOSH (default) OR **we/us** (if too many mentions of TWOOSH) OR **the service** (if citing legislation/external policies describing what OOSH services should do) OR **OOSH** (only if referring to OOSH in general and not TWOOSH)	Thornleigh West OOSH; OOSH; The centre	We/us – can occasionally still be useful Service – if citing legislation/external policies describing what OOSH services should do OOSH – if referring to general OOSH (and not TWOOSH)
TWPS OR **The School**	Thornleigh West	
Vacation Care		Proper noun