

POLICY OF POLICIES

PURPOSE

This policy assists school personnel to comply the School's requirement to develop policies in a logical and consistent format.

SCOPE

This template should be used to develop new, specific policies and procedures for Melbourne Montessori School. It contains information about: -

1. The title
2. Procedure paragraph headings and what to put into each paragraph
3. Font size and type
4. Appendices

1. TITLE

This needs to be clear and simple.

2. PROCEDURE PARAGRAPH HEADINGS

See attached *Appendix 1*.

3. FONT SIZES AND TYPE

Font size should be 10 pitch and the font face in Tahoma in single spacing.

4. APPENDICES

Appendices need to be attached at the back of the policy in the order in which they are mentioned in the policy.

REVIEWED 2013, 2016

LINKED WITH

MMS policies

Include other MMS policies that impact on this policy

APPENDIX 1**TITLE**

This needs to be clear and simple.

PURPOSE

Where appropriate include:

Background

Provide factual information about the issues that the policy will address and legal obligations of the service. This can include:

- data regarding identified occurrence/needs in the community
- how the issue affects the service
- historical information regarding the service's response to the issue
- what the policy will achieve
- information that outlines legislative obligations of the service.

Legislation and standards

List specific legislation relevant to the policy e.g. *Occupational Health and Safety Act 2004*.

Outline

Staff developing a new policy need to outline briefly what the policy is to achieve and who it is for e.g. educators, staff, volunteers, parents/guardians, children etc. For example:

This policy will provide:

- guidelines for... to ensure that...
- information regarding... for...
- procedures to ensure... for...
- a framework to... for...

SCOPE OF THEPOLICY (EXACT COPY OF THE TITLE)

A list of paragraphs which will be addressed in the body of the policy need to be itemised under the scope. They will be listed under the alphabet points A. B. C. etc

Consideration needs to be given to whom the policy applies and when.

List all people to whom the policy applies and ensure they are informed that the policy applies to them.

The timeframe during which the policy applies should also be included e.g. during excursions, during the hours of service operation, during outdoor activities etc.

DEFINITIONS (IF NECESSARY)

Include definitions of words or phrases that:

- have a specific meaning in the policy or procedure
- may be unfamiliar
- may be open to misinterpretation.

Definitions of terms regularly used in policies for the early childhood education and care sector – e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. are provided in the *General Definitions* section of this manual and can be referred to as required.

PROCEDURE PARAGRAPHS UNDER THE HEADINGS A. B. C. D. ETC

Procedures outline the steps required to implement and comply with a policy. They specify how to achieve the necessary result by outlining who does what and when. Procedures are succinct, factual and to the point, and are generally expressed as a list. They can be written as a step-by-step process by which policy statements are put into action.

It is useful to list these under the following headings:

- The Approved Provider is responsible for:
- The Nominated Supervisor is responsible for:
- Parents/guardians are responsible for:
- Volunteers and students are responsible for:

SOURCES IF APPROPRIATE

List information that can be accessed from specialist sources including organisations (e.g. The Asthma Foundation of Victoria), websites (e.g. www.sunsmart.com.au)

REVIEW

A Review date needs to be set and will also need to be listed in yearly or forward planner.

Review is the process of actively monitoring and reviewing the policy to ensure it has achieved its values and purposes. A date for a formal review should be set and documented in each policy. If circumstances change e.g. new legislation is introduced, changes occur in the service environment etc, the review might need to be undertaken at an earlier date.

Review involves:

- seeking feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness. This can be done via surveys, questionnaires and formal or informal interviews with stakeholders