



Policy and Procedure Review Policy

- We review each of our policies every 12 months or more often if required, and invite comment and feedback from staff and families as part of our continuous improvement process
- Feedback may be requested at meetings, in newsletters, or at the time the policy is reviewed, and is welcome at any other time
- All policies will be signed and dated at each review
- Policy changes will be advised to all staff and families, and families will be given at least 14 days notice before changes are made that will significantly affect the operation of the service or families’ ability to use the service.

Do you have any feedback or comments about this policy? Please include below.

Educator’s Name	Educator’s Signature