



Preschool continuous Improvement

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.2	Regulation 31 Regulation 55 Regulation 56	Leading and operating department preschool guidelines School Excellence Policy School Excellence Framework v2
Pre-reading and reference documents		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure reflecting on how this procedure is informed by relevant recognised authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded. 	
Preschool	The preschool educators are responsible for working with leadership to	

<p>educators</p> <p>This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool.</p>	<p>ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, at least annually, or as required • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Quality Improvement Plan (QIP)</p>	<ul style="list-style-type: none"> • At the end of the year the preschool team completes a self-assessment. If any areas are identified as non-compliant they are addressed immediately. If an Assessment and Rating has occurred during that particular year, areas that are identified as needing improvement are also included in the self-assessment. • A meeting is then organised with the preschool team and supervisor to discuss results of self-assessment and identify areas of strength and improvement. Collaboratively the team decides on the 3-4 Quality Areas identified for improvement and goals are set. Our Quality Improvement Plan (QIP) is then drafted and reviewed by the team and nominated supervisor. The Quality Improvement Plan (QIP) is printed, displayed and made available to families or anyone who wishes to view it at the preschool. • The Quality Improvement Plan (QIP) is on the preschool team meeting agenda. All members are given the opportunity to contribute to reflections, progress and adjustments are recorded at least twice a term. Families are informed as progress is made towards achieving our goals via ClassDojo, verbally and on display. • Regular Quality Improvement Plan (QIP) reflection days are scheduled throughout the year with representatives from across the team or the whole team attending. During these sessions, staff reflect, evaluate progress and backward map the improvement goals to identify the steps required to achieve these goals.
<p>Local Procedures</p>	<ul style="list-style-type: none"> • Procedures are reviewed annually unless an incident occurs or practice has changed and amendments are made as necessary. • When a procedure is due for review family feedback is sought through a variety of methods including verbal, ClassDojo and a display. Feedback from families is taken into consideration when the team meets to review a procedure. • Procedures are displayed on the school website and can be accessed by parents/carers and staff through QR codes displayed in the preschool.

Record of procedure's review
Date of review and who was involved
30/8/23 – Staff and families
Key changes made and reason/s why
Updated to new Department of Education procedure template
Record of communication of significant changes to relevant stakeholders
Website

Copy and paste a new table to record each occasion the procedure is reviewed.