



Dubbo West Public School Preschool

Procedure: Continuous Improvement

Links to relevant legislation:

Regulations 31, 55, 56

Links to National Quality Standard:

Page 316

Links to EYLF:

Review date:

To be reviewed July 2020

Introduction:

“Self-assessment involves critically reflecting on current practice at the service, deciding what is being done well and identifying opportunities for improvement.” (NQF, p.316)

Aims:

- Engage community in the development of a shared philosophy
- Identify strengths and goals for improvement
- Track progress towards goals
- Undertake self-assessment using the NQS and regularly review the Quality Improvement Plan



Procedures:

PHILOSOPHY

The Dubbo West Public School Preschool Philosophy is included in our Quality Improvement Plan.

The statement of philosophy is reviewed when:

- we have a new staff member
- each year when we have new groups of children, families and community members
- or if there are any inconsistencies with our day-to-day practice and our philosophy

LOCAL PROCEDURES

Local procedures are reviewed regularly as part of our improvement plan. They are reviewed annually to ensure they are current and match our operations and practice (see schedule below).

Procedures may also need reviewing in response to particular situations:

- to rectify a recurring problem
- an incident or injury
- to address a complaint
- as directed by an authorised officer from ECE
- as new research becomes available

	PROCEDURE	LAST REVIEWED
TERM ONE	Acceptance and Refusal of Authorisations	February 2019
	First Aid	February 2019
	Payment of Fees	February 2019
	Dealing with Complaints	February 2018
	Enrolment and Orientation	February 2018
	Children with Medical Conditions	March 2019
	Anaphylaxis	April 2019
	Food and Nutrition	April 2019
	Physical Activity and Screen Time	April 2019
	Sun Protection	April 2019
TERM TWO	Arrival and Departure	May 2018
	Changing Soiled Clothing	May 2018
	Administering Medication	June 2019
	Dealing with Infectious Diseases	June 2019
	Behaviour Management	June 2019
TERM THREE	Chemical Safety	July 2019
	Excursions	August 2018
	Governance and Management	September 2017
	Environmental Sustainability	September 2017
	Interactions with Children	September 2017
	Emergency Procedures	September 2018
TERM FOUR	Volunteers and Students	October 2017
	Bathroom Cleaning	October 2018
	Recording Accidents and Incidents	October 2018
	Rest and Sleeping	November 2018
	Staff Code of Conduct	November 2018
	Supervision of Children	November 2018
	Water Safety	November 2018

Families and school staff are consulted when we review procedures. Procedures under review are posted on Kinderloop for parent feedback. Procedures are also available for viewing on the Dubbo West Public School website. Printed copies are available in the Preschool foyer and in the whole school staffroom. This review is done in consultation with children, educators, families, whole school staff and community members.

QUALITY IMPROVEMENT PROGRAM

Our QIP is a working document that we review regularly throughout the year.

Monitoring of strengths and improvement goals is done collaboratively. Staff are encouraged to regularly reflect during:

- team meetings
- reflection time
- throughout the day on post-it notes
- in personal reflection journals

Progress notes are recorded on the clipboard display in the foyer to inform parents and families. These are reflected upon and discussed at the monthly leadership meeting. The monthly leadership meeting involves the educators, the principal and preschool supervisor. The progress notes are transferred to the living document after these meetings.

Improvement measures that have been achieved are recorded in the QIP as strengths.

