

Document Title	NQS7.66 Continuous Improvement Policy	Version	1a
Date Approved	January 2024	Date for Review	March 2026
Warning - Ensure you are using the latest version of this policy.			
DCC Network/All Organisation Information/DCC Policies/Quality Area 7 – Leadership & service management			

1. Policy Statement

The purpose of this policy is to ensure that River Region Early Education strives for continuous improvement at all times. Approved providers, service leaders, teachers and educators all play vital roles in ensuring quality learning and developmental outcomes for children.

2. Rationale

Genuine and sustained quality improvement in children's education and care is a shared responsibility. The National Quality Framework aims to drive continuous quality improvement in children's education and care, which ultimately supports quality outcomes for children.

3. Definitions

National Quality Framework - The National Quality Framework (NQF) provides a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia.

The NQF includes:

- National Law and National Regulations
- National Quality Standard
- Assessment and Quality Rating Process
- National Learning Frameworks.

Continuous Improvement - incremental adjustments to processes, services, or programs with the objective of increasing quality and effectiveness.

Quality Improvement Plan (QIP) - A quality improvement plan enables a service to self-assess their practices and identify areas for improvement. Maintaining a quality improvement plan is a regulatory requirement for approved providers under the Education and Care Standards.

Self-assessment - Self-assessment is essential in driving continuous improvement. It helps you identify your service's strengths and areas for improvement on an ongoing basis.

Strategic plan - Strategic planning is an organisational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results.

4. Guidelines

a) Self-assessment and Quality Improvement Plans

River Region Early Education will use the NSW Department of Education Self-assessment – working document. The document guide you through a self-assessment process and is an ongoing quality improvement planning document. Information captured in this document is then easily transferable into the NSW Regulatory Authority online self-assessment (as we ‘opt in’ for self-assessment for quality improvement).

Self-assessment and quality improvement are most productive when the team works through a collaborative approach rather than only one person e.g., Nominated Supervisor completing the document.

Effective communication and positive workplace culture will allow everyone the opportunity to participate and have a voice- this may be done in a team meeting, using posters in the tearoom / rooms / open spaces may help. Making everyone feel comfortable can help to ensure an honest and open space to help with critical reflection. The team will work together to identify Key Practices in their service that demonstrate quality against the National Standard (NQS). The team will consider:

- Observed: Can the practice be seen?
- Discussed: Can educators and staff talk about why and how particular practices occur at the service?
- Sighted: Is there documented evidence to support your key practice statement?

The self-assessment working document template will then be used to step through the development of the improvement plan.

Assessment and Rating report recommendations may also drive QIP activities.

b) Self-assessment and compliance cycle

River Region Early Education is committed to a cycle that is low burden on educators, whilst ensuring a continuous improvement cycle.

To ensure a collaborative effort, each Quality Area will be assessed once in a month, following the River Region Early Education self-assessment and compliance calendar. The actions identified in the first half of the year are then used to develop the second half of the year’s goals.

Alongside this, there are regular compliance audits that are completed by a variety of staff, e.g., Admin, educators, NS, 2IC, WHS reps etc. The purpose of these audits is to ensure compliance with regulations.

See figure below.

Continuous Improvement Policy



Ideally, the service QIP's will align with the organisation's strategic goals, so they do need to be developed and or actions rolled out with these in mind. The organisation strategic plan cannot be achieved by management or the board. It takes a team effort to achieve the strategic priorities.

5. Procedure

Nil

6. Relevant Legislation, Regulations and Standards

Legislation	
Education and Care Services National Regulation	
55	Quality improvement plans
56	Review and revision of quality improvement plans
National Quality Standards	
7.2.1	There is an effective self-assessment and quality improvement process in place.
Child Safe Standards	
Early Years Learning Framework Learning Outcomes	

Early Years Learning Framework Principles	
Early Years Learning Framework Practices	

7. Related Documents

Doc #	Attachments
NQS7.66 A1	QA1 Self Assessment Tool
NQS7.66 A2	QA1 Tracking Tool Audit
NQS7.66 A3	QA2 Self Assessment Tool
NQS7.66 A4	QA2 Tool 2 Medical Management Plan Compliance Audit Tool
NQS7.66 A5	QA2 Tool 3 Compliance Documentation Audit Tool
NQS7.66 A6	QA6 Tool 4 Child Enrolment Compliance Audit
NQS7.66 A7	QA2 Tool 5 Childcare Kitchen Compliance Audit
NQS7.66 A8	QA2 Tool 6 Intolerance & Dietary Modifications Plan Compliance Audit
NQS7.66 A9	QA3 Self Assessment Tool
NQS7.66 A10	QA4 Self Assessment Tool
NQS7.66 A11	QA4 Self Assessment Tool
NQS7.66 A12	QA5 Self Assessment Tool
NQS7.66 A13	QA6 Self Assessment Tool
NQS7.66 A14	QA7 Self Assessment Tool
NQS7.66 A15	QA3 Shade Audit
NQS7.66 A16	QA3 Indoor Environment Audit

Doc #	Intersections with other key documents

8. Document Control

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NQS7.66	Continuous Improvement Policy	1	March 2023	March 2026
NQS7.66	Continuous Improvement Policy (minor changes due to name change and new policy document format)	1a	January 2024	March 2026