



Kaitiaki Kindergartens

Operational Policies

5.03 Quality and Self Review Policy

Classification: Quality and Risk
Applies to: All Employees
Approved by: General Manager

Date: April 2021
Review Date: April 2023

Purpose:

- To ensure a culture of continuous improvement is perpetuated throughout the Association.

References:

- Privacy Act 2020
- Kindergarten Teachers Collective Agreement (KTCA)
- State Sector Act 1988
- Employment Relations Act 2000
- Current Employment Agreements
- Employee Code of Conduct
- Children's Act 2014

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers- are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres - are referred to as services
- Non-teaching employees - Other Employees
- Personal information is any information about an individual as long as that individual can be identified.
- Agency covers the Association, each kindergarten and each person employed.
- Privacy Officer is the person appointed by The Association to encourage compliance with the information privacy principles and deals with requests. This is the General Manager.

Policy

Kaitiaki Kindergartens is committed to ensuring that the Association and its services maintain and improve the quality of education and care and that this is done through a consistent and effective approach.

Procedure



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The Association uses many approaches to receiving feedback on its services; both planned e.g. scheduled policy reviews and spontaneous e.g. family/whanau feedback. Some of the feedback which informs the process of continuous quality improvement is

- Association review
- ERO reviews
- Family/whanau feedback i.e.
 - Complaints and concerns
 - Consultation feedback
 - Evaluation sheets
- Health and Safety compliance
- Implementation of Communications plan
- Service Internal Evaluation
- NZ Kindergartens Inc information
- Playground safety inspections
- Policy and procedure reviews
- Risk register
- Self-audit; checking compliance with legal requirements
- Employee feedback i.e.
 - Consultation feedback
 - Incident reports
 - Performance appraisals
- Strategic plan development and implementation
- PPL observations

Policy and Procedure Review Schedule

All policies and related documents such as procedures and forms are reviewed at least every two years. The General Manager is responsible for initiating the review by seeking feedback and making any recommendation for change to the Board. Any resulting changes in procedures and related documents will be approved by the General Manager.

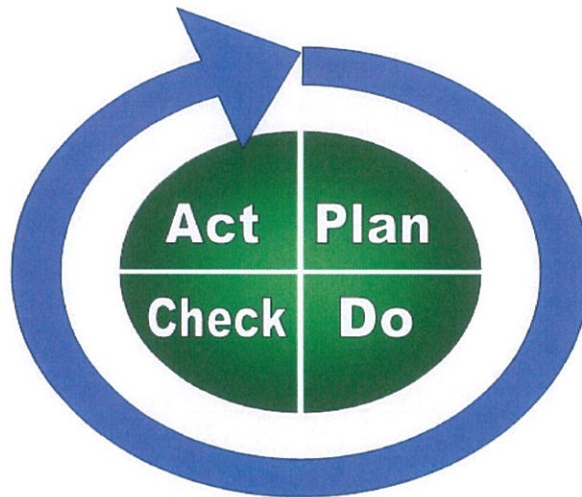
1	Policy classification	Term for review
2	Governance and Management	See Policy Review document
3	Finance and Administration	See Policy Review document
4	Human Resources	See Policy Review document
5	Quality and Risk	See Policy Review document
6	Teaching and Learning	See Policy Review document



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7	Health and Safety	See Policy Review document
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The Association embraces the concept of continuous quality improvement. The following process (i.e. the PDCA process) is adopted when improving the service at the Association:



Plan what you are going to do. In this step assess where you are, where you need to be, why this is important, and plan how to close the gap. Identify some potential solutions.

- **Do** try out or test the solutions (sometimes at a pilot level).
- **Check** to see if what was tried out had the effect hoped for, and make sure that there are no negative consequences associated with them. Assess if you have accomplished your initial objective.
- **Act** on what you have learned. If you have accomplished your objective, put controls into place so that the issue never comes back again. If you have not accomplished your objective, go through the cycle again, starting with the Plan step.

Signed:

General Manager

Date:

29/7/21

Endorsed by

Signed:

President of the Board

Date:

29/7/21

