

CONTINUOUS IMPROVEMENT POLICY

Rationale:

To ensure there is a systematic process to achieve continuous improvement for best practice and to meet standards and audit requirements of all registrations and funding bodies.

Aims:

The continuous improvement cycle is seen as a critical feature of the organisation. Feedback from all stakeholders must be gathered and analysed so changes can be made to the operation of Kyabram P-12 College after school Care that will improve the efficient and effective operation of the organisation, outcomes and engagement and relationship with the stakeholders. Stakeholders include students, community, industry, funding bodies, registration bodies, schools, other agencies, networks, staff, volunteers and board of management members. Procedures will be established to capture data that provides feedback on all aspects of the organisation, administration, scope, facilities, resources, delivery, assessment, marketing, networking, reporting, quality, flexibility, reliability, access and equity, safe environment, acceptance of diversity and accountability.

Implementation:

- Families and staff encouraged to use the continuous improvement form.
- Analyse the data with the after school care team.
- Implement the process if found by after school care team to be relevant.
- Make improvements which will be recorded in a Continuous Improvement spread sheet
Possible improvement/ action include change in behaviour, Professional development; internal or external, a change in procedure, networking or research.
- Document all Continuous Improvements on a register/ spreadsheet.

Review:

This policy was reviewed in 2020 and will be reviewed every three years.

RATIFIED BY COLLEGE COUNCIL

College Council President

Date: 19/03/2020

Review Date: March 2023