

## Developing a Policy Checklist

<input type="checkbox"/>	<b>Step 1</b>	Determine the policy required by the service. (CCQA, legislative, regulation, professional best practice, service incidents, concerns raised)
<input type="checkbox"/>	<b>Step 2</b>	Define the goal of the policy (Develop the goal if none exists)
<input type="checkbox"/>	<b>Step 3</b>	Consult and collaborate with stakeholders on roles and responsibilities in relation to the policy. (Form a management committee and seek expressions of interest from families, staff and carers, network with other child care professionals)
<input type="checkbox"/>	<b>Step 4</b>	Develop a plan to research and source the policy content. (Seek legislation, professional or academic research, standards) Research also includes ensuring that the policy meets legal requirements.
<input type="checkbox"/>	<b>Step 5</b>	Research and source the policy based on Step 4 findings. Identify a relevant recognised authority or source of current information. (Verify the recognised authority's opinion with at least two sources)
<input type="checkbox"/>	<b>Step 6</b>	Write a policy statement. (Use the sample Policy Template as a guide)
<input type="checkbox"/>	<b>Step 7</b>	Determine the procedures or plan of action required to achieve the policy goal. Where relevant, write the procedure step by step – use a flowchart or table if it helps to explain the process.
<input type="checkbox"/>	<b>Step 8</b>	Circulate the policy to stakeholders for consultation. Determine a deadline for any changes to the first draft and make necessary changes.
<input type="checkbox"/>	<b>Step 9</b>	Endorse the policy and circulate the approved version to stakeholders. (For example, post it on the noticeboard, attach it to the service's newsletter)
<input type="checkbox"/>	<b>Step 10</b>	Document when the policy needs to be reviewed on the policy itself and in the service's <i>Continuing Improvement Plan</i> .