



POLICY EVALUATION WORKSHEET

Our Service will review our policies and procedures on an annual basis, or more frequently if required due to changes having occurred within the Service, or if considered best practice in respect of current research. We aim to work in collaboration with our educators and families, gathering feedback when updating our policies and procedures to ensure that the needs of children being educated and cared for are always being met.

POLICY		REVIEW DATE	___/___/___
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1	Are there any issues or concerns that have been identified regarding the policy or procedure?
2	Is the policy meeting the needs of the service, children, staff, families and visitors?
3	Does the policy match practices and procedures implemented within the service?
4	What should be changed or modified within the policy?
5	Any additional feedback or suggestions

Name of person providing feedback		DATE	___/___/___
Name of Director			
Signature of Director		DATE	___/___/___