

Inverbrothock Out of School Care Club

Charity Number: SC030097

Quality assurance and development planning policy

At Inverbrothock Out of School Care Club we operate a quality assurance and development planning policy. Quality assurance and development planning is required to ensure that the service provides high quality childcare which meets the needs of the children, young people, and their families. Self-evaluation is the key aspect of developing and improving the service and we must ensure that children, young people, parents/carers, and staff are involved in this process.

We aim to:

- Ensure that quality assurance processes are embedded within our practice and are used to inform change, development, and improvement.
- Ensure the manager uses quality assurance and development planning to engage all stakeholders in the self-evaluation process and manage the process of change effectively.
- Ensure that self-evaluation is robust and is validated by evidence.
- Ensure that all staff are aware of their role within the quality assurance process and understand how they can support improvements.
- Ensure that the manager involves all staff in quality assurance and development planning and that everyone reflects together on the impact of changes have on the children and their families.
- Review the needs of the children both in and out with the setting and plan appropriately for these needs.
- Ensure that all staff review the actions within the development plan, identify progress and evaluate whether these are still appropriate.
- Use the quality assurance calendar to plan and inform when to evaluate indicators identified.
- Use appropriate self-evaluation strategies to encourage all stakeholders to provide meaningful feedback about the quality of provision.

The above policy is approved and hereby adopted by the IOOSCC Committee

Updated July 2025.