



<b>Policy and procedure updates</b>	
<b>Date approved by General manager and Board of Trustees</b>	<b>June 2024</b>
<b>Date for next review</b>	<b>June 2025</b>
<b>Compliance lead</b>	<b>General Manager</b>

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### **1. Policy and procedure updates**

LifeKidz Trust policies and procedures will be reviewed annually. Management takes full responsibility to ensure this is completed. Copies of these policies and procedures will be made available to staff, parents, and caregivers. LifeKidz Trust Management will ensure that regular monitoring and improvements of all policies and procedures and systems will be carried out annually, or sooner if required.

Staff will have access to the policy procedure manual and be informed of changes to any policies or procedures.