



Governance & Management Policy

POLICY STATEMENT

Our service aims to provide high-quality education and care to all children and families registered with the service and will operate to perform to all legal requirements and recognise best practice in Centre Management. We will ensure that there are appropriate governance arrangements in place at all times (as per Quality Area 7.1.1). There will be an ongoing process of evaluations reviews, all relevant information will be readily available to stakeholders.

For all Regulations the Management Committee is the Approved Provider. The Management Committee as the Approved Provider will ensure that all aspects of governance and management are clearly illustrated and complement the service Philosophy. The Nominated Supervisor, on behalf of the Management Committee as Approved Provider will ensure that copies of the current policies and procedures required under Regulation 168 are available for inspection at the service at all times (as per Regulation 171).

CONSIDERATIONS

Education & Care Services National Regulations	National Quality Standard	Related Service Policies / Documentation	Other
R103, R168, R171, R172, R173, R177, R183-R185	Standard 7.3	1. Service Philosophy (201) 2. Quality Improvement Plan 3. Parent Handbook (203) 4. Employee Handbook (202) 5. Payment of Fees Policy (109)	1. Food Safety Standards 2. Network <i>Record Keeping</i> 3. Factsheet 4. Child Care Service Handbook 5. (DEEWAR) 6. Work, Health and Safety Act (2011) 7. Child Care Benefit Legislation

PROCEDURE

1. Philosophy & Policies

- 1.1 The development and review of the Philosophy and policies will be an ongoing process.
- 1.2 The Philosophy and associated statement of purpose will underpin all other documentation and the practices of the service and will reflect the principles of the approved national framework for school age care “My Time, Our Place”. There will be a collaborative and consultative process to support the development of the philosophy that will include children, families and Educators through a survey. The statement of Philosophy will be included in the Quality Improvement Plan for the service. The statement of purpose will define how the statement of philosophy will be implemented in the service.
- 1.3 Policies and procedures will provide clear documentation that will define agreed and consistent ways of doing things to achieve the stated outcomes.
- 1.4 The Management Committee as Approved Provider will give consent for the Philosophy and the Policies.
- 1.5 All documents will be dated and include nominated evaluation and review dates.
- 1.6 There will be a comprehensive index for the service policies as it is likely that some policies may address several aspects of operational practice.
- 1.7 The service philosophy and policies will be available for all stakeholders and there will be reference to this in parent and staff handbooks and general service information.

2. Financial Management

- 2.1 The **Management Committee** will be responsible for developing and overseeing the budget of the service and for ensuring that the service operates within a responsible, sustainable financial framework.
- 2.2 The details of budgeting and fee setting are set out under the Payment of fees and provision of fee statement Policy.
- 2.3 Financial reporting including an income and expenditure statement and balance sheet will be presented by the **Management Committee** at each termly Management Committee meeting and the opportunity provided to ask questions or seek further advice from any Management Committee member.

3. Facilities & Environment

- 3.1 The Management Team will ensure Regulations 103–115 relating to the physical environment required for an OSHC service are maintained at all times.
- 3.2 In the event of the relocation of the site the Management Committee and Management Team will ensure that the requirements of the regulations are considered if and when site re-arrangements are proposed.
- 3.3 Work, Health and Safety implications will be considered by the Management committee, Management Team and WH&S Officer in relation to Educators locking up and leaving the service at the end of the day and risk assessments of the practices will be undertaken. Staff will be buddied up for opening and closing shifts.

4. Equipment & Maintenance

The Nominated Supervisor will ensure that:

- 4.1 Appropriate equipment and furniture, to meet the needs of the children and Educators, will be well maintained and safe.
- 4.2 Processes and checklists will be in place for routine cleaning of toys and equipment.
- 4.3 All Educators will report damaged items to the Management Team for replacement or repair.

5. Review & Evaluation of the Service

- 5.1 Ongoing review and evaluation will underpin the continuing development of the service. The Management team will ensure that the evaluation involves all stakeholders, especially families, children and Educators.
- 5.2 The development of a Quality Improvement Plan (QIP) will form part of the review process. Reflection on what works well and what aspects of the service need further development will be included in the QIP.

6. Confidentiality

- 6.1 All members of the Management Committee and Educators will maintain confidentiality. This is addressed in the Staff Handbook.

7. Maintenance of Records

- 7.1 Regulation 177 outlines requirements and includes references to records that services must keep. Regulations 183–184 detail storage of records.
- 7.2 The service has a duty to keep adequate records about staff, families and children in order to operate responsibly and legally. The service will protect the interests of children, their families and the staff, using procedures to ensure appropriate privacy and confidentiality.
- 7.3 The Approved Provider and Nominated Supervisor will assist in determining the process, storage place and time line for storage of records.
- 7.4 The service's orientation and induction processes will include the provision of relevant information to Educators, children and families.
- 7.5 The Approved Provider, along with the Nominated Supervisor will need to ensure that the record retention process meets the requirements of the following Government Departments:
 - 7.5.1 Australian Tax Office (ATO).
 - 7.5.2 Department of Human Services (DHS)
 - 7.5.3 Department for Education and Training (DET)
 - 7.5.4 Department of Jobs and Small Business (DJSB)
- 7.6 In the event of ceasing to operate, the service Management Committee will identify where the records will be kept and seek professional advice on the winding up of the service.
- 7.7 A list of nominated contacts for Child Care Management System, Australian Taxation office and Superannuation funds, as well as any other accounts, will be maintained and available to all members of the Management Committee. These contacts will be reviewed annually and updated as contacts change to ensure currency in communication for effective governance.

8. Work, Health & Safety

- 8.1 Policies and procedures will be in place to address the legal requirements relating to safety in the workplace and this information should underpin any service specific requirements, including grievance/complaints procedures.
- 8.2 The Nominated Supervisor or Work Health and Safety Officer will report back to the Management Committee on any Work, Health and Safety issues as they arise.

RESPONSIBILITIES

The responsibilities of the Approved Provider will oversee and ensure the following are in place:

- 9.1 Compliance monitoring – ensuring compliance with the objects, purposes and values of the service, and with its constitution.
- 9.2 Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them.
- 9.3 Strategic planning – reviewing and approving strategic direction and initiatives.
- 9.4 Regulatory monitoring – ensuring that the service complies with all relevant laws, regulations and regulatory requirements.
- 9.5 Financial monitoring – establishing and maintaining systems of financial control, internal control, and performance reporting; reviewing the service’s budget; monitoring management and financial performance to ensure the solvency, financial strength and good performance of the service.
- 9.6 Financial reporting – considering and approving annual financial statements and required reports to government.
- 9.7 Organisational structure – setting and maintaining a framework of delegation and internal control.
- 9.8 Staff selection and monitoring – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the staff.
- 9.9 Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the service; agreeing or ratifying all policies and decisions on matters which might create significant risk to the service, financial or otherwise.
- 9.10 Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between committee members, staff, members, or volunteers.
- 9.11 The Nominated Supervisor is responsible for the day-to-day management of the service and to address key management and operational issues under the direction of, and the policies laid down by the Approved Provider, including:
 - 9.11.1 Developing and implementing organisational strategies and making recommendations to the Approved Provider on significant strategic initiatives.

- 9.11.2 Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff.
- 9.11.3 Having input into the annual budget and managing day-to-day operations within the budget.
- 9.11.4 Maintaining an effective risk management framework.
- 9.11.5 Keeping the Approved Provider and Regulators informed about any developments that may impact on the organisation's performance.

GLOSSARY OF TERMS

Approved provider: A person who holds a provider approval (National Law). A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.

Authorised officer: A person authorised to be an authorised officer under Part 9 (National Law). Authorised officers are appointed by the regulatory authority under the provisions of the National Law to carry out the functions of monitoring, assessing and rating licensed approved education and care services in their jurisdiction.

Authorised person: An authorised person means a person who belongs to one of the below groups.

- A person who holds a current working with children check or working with children card; or
- A parent or family member of a child who is being educated and cared for by the education and care service or the family day care Educator; or
- An authorised nominee of a parent or family member of a child who is being educated and cared for by the education and care service or the family day care Educator; or
- In the case of an emergency, medical personnel or emergency service personnel
- A person who is permitted under the working with children law of a jurisdiction to remain at the education and care service premises without holding a working with children check or a working with children card (National Law).

Nominated Supervisor: In relation to an education and care service, means a person who:

- is nominated by the approved provider of the service under Part 3 to be a nominated supervisor of that service; and
- unless the individual is the approved provider, has provided written consent to that nomination (National Law).

ENDORSEMENT BY THE SERVICE

Date Approved by Director: ____ / ____ / ____

Signature of Approval by Director: _____

Date Approved by Management Committee: ____ / ____ / ____

Signature of Committee Representative: _____

Role of Committee Representative: _____

Date for Review: ____ / ____ / ____