

Governance Policy

The governance Policy provides the overall direction, effectiveness, supervision and accountability of a Centre. Management are responsible for setting the directions and ensuring that its goals and objectives are met in line with the philosophy, and all legal and regulatory requirements governing the operation of the centre.

Our Centre aims to ensure all legal and financial requirements are implemented and recognised through pertinent governance practices that provide quality education and care meeting the principles, practices and elements of the Early Years Learning Framework and National Quality Standards.

Governance is the process that directs and controls our Service, ensuring accountability, and supporting decision making.

The Approved Provider and Nominated Supervisor of the Service accept the legal responsibilities associated with establishing, administering, and maintaining the Service. Our Centre has the following established positions:

Approved Provider	Rebecca Burdon
Nominated Supervisor	Angie Giordano
Educational Leader	Susan Ring (ECT)

The Approved Provider is responsible for:

- Ensuring compliance with the Education and Care Services National Law and Education and Care Services National Regulations.
- Complying with family assistance law.
- Appointing a Nominated Supervisor, an Educational Leader and a Director/coordinator for the Service.
- Supporting the Nominated Supervisor [Responsible Persons] in their role, providing adequate resources to ensure effective administration of the Service.
- Developing a clear and agreed philosophy, which guides business decisions and the work of Management and staff.
- Acting honestly and with due diligence.
- Ensuring there is a sound foundation of policies and procedures that complies with all legislative and regulatory requirements, and that enables the daily operation of the Service to be in line with the Service's philosophy and goals.
- Maintaining up to date and current policies and procedures for compliance by all Educators.
- Being an employer, including all legal and ethical responsibilities that this entails.
- Appointing staff and monitoring their performance.
- Ensuring all Educators and staff have a clear understanding of the hierarchy of management.
- Providing clear and direct written and verbal feedback and instruction that is suitable and appropriate to the task.
- Ensuring the Service remains financially viable and can meet its debts and other obligations as they fall due.
- Managing control and accountability systems.
- Reviewing the Service's budget and monitoring financial performance and management to ensure the Service is solvent at all times and has sound financial strength.
- Approving annual financial statements and providing required reports to government bodies and maintaining appropriate delegations and internal controls.
- Complying with funding agreements where appropriate.
- Reviewing the work process regularly.



- Completing a Quality Improvement Plan for the Service and updating it at least annually.
- Developing coherent aims and goals that reflect the interests, values and beliefs of all stakeholders of the Service.
- Establishing clearly defined roles and responsibilities for the members of the Management Committee and staff, individually and as a collective, and clearly articulating the relationship between all stakeholders.
- Evaluating and improving the performance of the Management Committee.
- Complying with all other VIC and Australian governments' legislation that impacts upon the management and operations of a Service.

Centre Philosophy

- The development and review of the philosophy and policies will be a continuous process on an annual basis or when required.
- The philosophy and associated statement of purpose will reinforce all other documentation and the practices of the Centre. The philosophy will reflect the principles of the approved national framework "Being Belong Becoming" and "My Time, Our Place".
- There will be a collaborative and consultative process to support the development of the philosophy that will include children, parents and Educators.
- All documents will be dated and include nominated review dates.

Our Philosophy:

We believe that play is essential to a child's wellbeing and guides all aspects of curriculum design. Play explores relationships, materials and the physical environment. It provides the space for the child to recognise themselves as competent learners.

Confidentiality

All members of the Management Committee along with the Nominated Supervisor, Educators and Staff who gain access to confidential information, whether in the course of their work or otherwise, shall not disclose information to anyone unless the disclosure of such information is required by law and will respect the confidentiality of all documents and meetings that occur. This also includes:

- Using information acquired for their personal or financial benefit, or for the benefit of any other person
- Permitting any unauthorised person to inspect, or have access to any confidential documents or other information.

This obligation, placed on a member of the Committee of Management, Nominated Supervisor, Educator and Staff shall continue even after the individual has completed their term and is no longer on the Management Committee or employed by the Centre. The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Management Committee.

Ethical decision-making

Our Centre will make decisions which are consistent with our policies and procedures which work in conjunction with the national education and care law and regulations, our approved learning framework (EYLF) and the ethical standards.

Review and Evaluation of the Centre

- Ongoing review and evaluation will support the continuing development of the Centre. We will ensure that the evaluation involves all stakeholders



- The development of a Quality Improvement Plan (QIP) will form part of the reflection procedure. Reflection on what works within the Centre and what needs additional development. This will be included in the QIP.

Maintenance of Records

- The Service will adhere to record keeping requirements outlined in the National Regulations (177).
- The Service will adhere to the storage of confidential records outlined in the National Regulations (181-184).
- The Centre has a responsibility to keep sufficient records about staff, families and children in order to operate dependably and lawfully.
- The Centre will safeguard the interests of the children and their families and the staff, using procedures to ensure appropriate privacy and confidentiality.
- The Approved Provider assists in determining the process, storage place and time line for storage of records.
- The Centre's orientation and induction processes will include the provision of significant information to managers, educators, children and families.
- The Approved Provider will need to ensure that the record retention procedure meets the requirements of the following government departments:
 - Australian Tax Office (ATO)
 - Family Assistance Office (FAO)
 - Early Childhood Education and Community (ECEC)

Managing conflicts of interest

- Conflict of interest, whether actual, potential or perceived, must be declared by all members of the Management Committee/Nominated Supervisor, Senior Staff and managed effectively to ensure integrity
- Every stakeholder that is in a position of management has a responsibility to ensure their transactions, external business interests and relationships will not provide potential conflicts and to make such disclosures in a timely manner as they arise
- The following process will be followed to manage any conflicts of interest:
 - Whenever there is a conflict of interest, the member concerned must notify the Approved Provider about the conflict
 - The member who is conflicted must not be present during the meeting of the Management Committee or Management meeting where the matter is being discussed, or participate in any decisions made on that matter. The member concerned must provide the committee / Licensee with any and all relevant information they possess on the particular matter
 - The minutes of the meeting must reflect that the conflict of interest was disclosed and appropriate processes followed to manage the conflict
 - A Conflict of interest disclosure statement must be completed by each member of the Management Committee / Staff member upon his or her appointment and annually thereafter. If the information in this statement changes during the year, the member shall disclose the change to the President / Licensee, and revise the disclosure statement accordingly.

Source: Australian Children’s Education & Care Quality Authority. (2014), Education and Care Services National Law and the Education and Care Services National Regulations 2015, ECA Code of Ethics, Confidentiality Policy National Quality Standard, Work Health and Safety Act, Child Care Service Handbook (CCMS)

Date Implemented: 16/04/2012

Review Completed: 29/04/2019

Schedule for Review: 29/04/2020

National Quality Standard – NQS		
Quality Area 7: Leadership and Management		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service



7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process In place
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle
7.2.3	Development of professionals	Educators, co-ordinations and staff members'' performance is regularly evaluated and individual plans are in place to support learning and development.
Education and Care Service National Regulations		
168	Education and care service must have policies and procedures	
177	Prescribed enrolment and other documents to be kept by approved provider	
181	Confidentiality of records kept by approved provider	
181-184	Confidentiality and storage of records	

