

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.

Purpose

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.

Implementation

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

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

Approved Provider	Amanda Staffard
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 Centre.
- Ensuring background checks, including criminal history and working with children checks, are completed for all staff and educators
- Determining whether or not a person working in the centre is a 'fit and proper person'
- Supporting the Nominated Supervisor [Responsible Persons] in their role, providing adequate resources to ensure effective administration of the Centre.
- 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 Centre to be in line with the Centre's philosophy and goals.
- Maintaining up to date and current policies and procedures for compliance by all Educators.
- Confirming incident, injury, illness or trauma records are stored in a kept in a safe and secure place until the child is 25 years of age. In the event of a death of child while being cared for by the centre or may have occurred as a result of an incident, the records must be kept until 7 (seven) years after the death.
- Being an employer, including all legal and ethical responsibilities that this entails.
- Appointing staff and monitoring their performance.
- Ensuring educator qualification requirements are current
- 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 Centre remains financially viable and can meet its debts and other obligations as they fall due.
- Managing control and accountability systems.
- Reviewing the Centre's budget and monitoring financial performance and management to ensure the Centre 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 Centre and updating it at least annually.
- Developing coherent aims and goals that reflect the interests, values and beliefs of all stakeholders of the Centre.
- 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 Centre.

The Nominated Supervisor is Responsible for:

- Adhering to the Education and Care Services National Law and National Regulations
- Developing ethical standards and a code of conduct which guide actions and decisions in a way that is consistent and reflective of the Centre's expectations
- Undertaking periodical planning and risk assessments and having appropriate risk management strategies in place to manage risks faced by the Centre
- Ensuring that actions taken, and decisions made are clear and consistent and will help build confidence in all stakeholders
- The day to day management of the Centre
- The effectiveness of the Centre's well-defined partnership between the Management Committee and the Nominated Supervisor. The partnership requires clear understanding of roles and responsibilities, and regular and open communication.
- Producing outcomes together with educators and staff. Educators must agree on their responsibilities and work according to current policies and procedures.
- Providing educators with training, resources and support
- Identifying and reporting if something significant occurs (for example: Work Health and Safety; Fraud Prevention; Complaint handling)
- Identifying work required for completion and delegate to the appropriate educator/staff
- Ensuring educators and staff do not delegate responsibilities for which they are accountable for or have been delegated to them by Management
- Delegate all tasks in writing with a clear due date
- Ensuring educators are adhering to centre policies and procedures.

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.



Code of Conduct

The standards of behaviour outlined in our *Code of Conduct Policy* provide guidance for all staff to make personal and ethical decisions related to confidentiality, recruitment, duty of care, record keeping, professional relationships and appropriate use of resources within the Centre.

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.
- Any information received or transmitted via mobile telephone (including text/SMS) or any other electronic device (e.g. email) shall be treated with the same confidentiality as any other written form of communication and must be stored confidentially.

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 within the ECA Code of Ethics.

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 Centre will adhere to record keeping requirements outlined in the National Regulations (177).
- The Centre 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)
 - Family Assistance Law
 - National Law and Regulations



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). Australian Children’s Education & Care Quality Authority. *Compliance Guide Approved Provider* (2017) <https://www.acecqa.gov.au/sites/default/files/2019-06/FDC-ComplianceGuide-ApprovedProvider.pdf> Australian Government. Department of Education. *Child Care Provider Handbook*. (2019). <https://www.education.gov.au/child-care-provider-handbook-0> Early Childhood Australia Code of Ethics. (2016). Early Learning Association Australia (ELLA) *Employee management and development kit* (2014) <https://elaa.org.au/resources/free-resources/employee-management-development-kit/> Education and Care Services National Law Act 2010. (Amended 2018). [Education and Care Services National Regulations](#). (2011). Guide to the National Quality Framework. (2018). (Amended 2020). Revised National Quality Standard. (2018). *Work Health and Safety Act 2011* (Cth).

Date Implemented: 16/04/2012

Review Completed: 5/03/2021

Schedule for Review: 5/03/2022

Authorised by COM: Nov 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		
73	Educational program	
74	Record of child assessments or evaluations for delivery of educational program	
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

