

Governance Policy

NQS

QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions
	6.1.2	Parent views are respected - The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.

QA7	7.1.1	Service philosophy and purpose - A statement of philosophy guides all aspects of the service's operations.
	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 defined, and understood, and support effective decision-making and operation of the service.
	7.2.1	Continuous improvement - There is an effective self-assessment and quality improvement process in place.

National Regulations

Reg	168	Education and care services 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

Aim

Our service will meet its legal and financial obligations by implementing appropriate governance practices that support our aim to provide high quality child care that meets the objectives and principles of the National Quality Framework, the National Quality Standard and the Early Years Learning Framework.

Related Policies

Privacy and Confidentiality Policy

National Quality Framework Policy

Record Keeping and Retention Policy

Staffing Arrangements Policy

Implementation

Service Structure

Our service is legally structured as an Incorporated Body.

The Approved Provider is: Blue Gum Early Learning and Childcare Centre Incorporated

- The approved provider has a range of responsibilities prescribed in the Education and Care Services National Law and Regulations, including keeping accurate records and retaining them for specified timeframes.

Our approved provider is also responsible for:

- ensuring the financial viability of the service
- overseeing control and accountability systems, including systems administering Child Care Subsidy
- supporting the Nominated Supervisor / responsible person in their role and providing resources as appropriate for the effective running of the service.

Our Nominated Supervisor (Director) is: Jane Brenzi

The Nominated Supervisor is responsible for the day to day management of our service and has a range of responsibilities prescribed in the national law and regulations.

Our Person in Day to Day Charge is: Jane Brenzi (Director) and Lesley Els (Assistant Director)

Our Educational Leader is: Rachel Black Frame

Our Room Leaders are: Diane Dyer, Katherine Evans, Dee Stevens, Chelsea Cornelius and Gillian Jones

Our Administration Manager is: Lesley Els (Assistant Director)

Our Bookkeeper is: Maria Mischok

Our persons with management or control of the service are the Approved Provider and Nominated Supervisor – Committee and Jane Brenzi

Our Persons responsible for the day to day operation of the service are the Nominated Supervisor (Director) and Administration Manager (Assistant Director) – Jane Brenzi and Lesley Els

Our Persons appointed as CCS contacts are: Jane Brenzi and Lesley Els

Commitment to good governance

Our service has adopted the following eight ASX Corporate Governance Principles and Recommendations, which we recognise as suitable for our business

1. Lay solid foundations for management and oversight.

Management Principles

To ensure our working relationships are characterised by open and respectful communication, accountability and trust our service adheres to the following management principles.

A. Management by Agreement

Nominated Supervisors and educators agree to produce outcomes together. Educators agree on their accountabilities and to work according to existing procedures and policies. Nominated Supervisors agree to provide educators with training, resources and support.

B. Management by Exception

Once a system is in place or the Nominated Supervisor and educators have agreed upon a course of action, the educator is accountable for identifying and reporting whenever something significant occurs that isn't part of the plan.

C. Clearly Defined Reporting Relationships

Everyone in the Service has only one primary manager. This reduces confusion and increase accountability and transparency.

Information, requests, or delegations that would cause our educators/staff to take action or change the course of their actions will only come from the person to whom they report.

Our reporting relationships are:

- Persons with management or control of the service, including the Nominated Supervisor, report to the Approved Provider (Jane and Lesley report to the committee)
- Persons responsible for the day to day operation of the service, including the Person in Day to Day Charge of the service, (Lesley report to Jane) report to the Nominated Supervisor
- Persons appointed as contacts for Child Care Subsidy purposes report to the Nominated Supervisor (Lesley report to Jane)
- Bookkeeper reports to Nominated Supervisor (Jane) and Person's with management or control of the service (Committee).
- Each Room Leader reports to the Nominated Supervisor (Room Leaders other than ECT and EL report to Jane)
- Educational Leader reports to– (Rachel reports to Lesley)
- Early Childhood Teacher reports to – (Chelsee reports to Lesley)
- Food Coordinator reports to- Lesley
- Educators report to their Room Leader
- Committee members report to the Chairperson

D. Guidelines for Effective Delegation

Our service will:

- identify the work/result to delegate and to whom
Educators/staff will not delegate responsibilities for which they are accountable or work/results that have been delegated to them with their agreement or work/results attached to someone else's position (unless that person has agreed).
- put the delegation in writing with a clear due date
- discuss the delegation with the educator/staff member whenever possible
- get the educator/staff member's agreement for example through signed job descriptions, signed delegation agreements.

The person who delegates remains accountable for making sure the right result is achieved.

E. Guidelines for Effective Regulation

Regulating work means monitoring, reviewing, and adjusting it to get the right result.

Our service will:

- regularly review the work process
 - give quick, clear, and direct feedback and instruction that is timely and specific
 - communicate in writing
 - avoid under-regulating, over-regulating and unnecessary meetings.
2. Structure the board/partnership/association/management team to add value

To comply with these principles to the best of our ability and to ensure we can discuss issues and (potential) changes to policies, procedures or the regulatory environment, we will schedule regular communication between all members of our management team through meetings, phone communication including SMS messaging, a communication book, written communication such as letters, notices, and electronic communication including email, Storypark, zoom, video conferencing.

3. Promote ethical and responsible decision-making

Our service will make decisions which are consistent with our policies, our obligations and requirements under the national education and care law and regulations, the Family Assistance Law (eg Child Care Subsidy and Additional Child Care Subsidy), our approved learning framework (EYLF) and the ethical standards in our code of conduct.

4. Safeguard integrity in financial reporting

Our financial records will be completed/reviewed by an independent accountant /auditor.

In relation to administering the Child Care Subsidy/Additional Child Care Subsidy, the Approved Provider will ensure anyone with management or control of the Provider, persons responsible for the day to day operation of the service, and any staff member nominated by a person who meets these criteria, are fit and proper persons (see Staffing Arrangements Policy) and are registered with the Federal Government's Provider Digital Access (PRODA).

The Approved Provider and Nominated Supervisor will ensure all persons registered with PRODA comply with the administration and reporting requirements outlined in the Child Care Provider Handbook for all services approved under family assistance law, for example by regularly checking records and reports made using suitable tools like our Child Care Subsidy Checklist. Periodically the person responsible for checking compliance activities will be changed to ensure the integrity of the oversight process.

Where non-compliance with the Child Care Subsidy System is identified, the Approved Provider or Nominated Supervisor will ensure the person receives relevant training and actions taken to rectify the non-compliance. Where fraud is suspected, the Approved Provider or Nominated Supervisor will immediately suspend the person's access to the Child Care Management System, notify relevant Regulatory Authorities and the Police, and terminate an employee's employment if the fraud is substantiated.

The persons who are registered in PRODA at our service are: Jane Brenzi, Lesley Els and Maria Mischok

5. Make timely and balanced disclosure

Unless there is a risk to the health, safety or wellbeing of a child enrolled at the service, our service will provide at least 14 days notice before making any change to a policy/procedure that may have a significant impact on our provision of education and care or a family's ability to utilise our service, including making any change that will affect the fees charged or the way fees are collected.

The Approved Provider or Nominated Supervisor will also:

- ensure all notifications required under the National Law and Regulations and the Family Assistance Law are made within the timeframes required. Notification requirements are attached to this Policy
- develop a Quality Improvement Plan that is completed regularly, available on request and ready for submission to the Regulatory Authority when requested
- display the following information so it can be clearly seen from the main entrance:
 - the provider approval (provider name, approval number and any conditions)
 - the service approval (service name, approval number and any conditions)
 - name of each nominated supervisor
 - current service rating including rating for each NQS Quality Area and overall rating

- any service/temporary waivers held including NQS elements/Regulations waived, length of waiver and waiver type
- hours and days service open
- name and phone number of complaints officer
- name and position of Responsible Person currently in charge
- name of Educational Leader
- Regulatory Authority's contact details
- if relevant, notice stating there's a child at risk of anaphylaxis enrolled
- if relevant, notice stating there's been a case of an infectious disease (defined as a disease requiring exclusion from the service.)

6. Respect the rights of shareholders, parents, children

Our service will support and encourage the involvement of parents and families by:

- developing and implementing plans to ensure regular communication with families including advice about events, activities and policy updates
- enabling them to have access and provide input to reviews of policies and procedures
- providing space for private consultations
- providing and displaying a range of information about relevant issues
- ensuring we follow all policies and procedures including the Parental interaction and Involvement Policy and Privacy and Confidentiality Policy.

Our service will respect the rights of children by ensuring:

- the Nominated Supervisor complies with their responsibilities under the national law and regulations
- we follow our policies and procedures including the Relationships with Children Policy, Child Protection Policy and Privacy and Confidentiality Policy.
- our children are provided with the experiences and learning which allows them to develop their identities, wellbeing and social connection.

7. Recognise and manage risk

Our service will take every reasonable precaution to protect children from harm and any hazard likely to cause injury. We will follow service policies including those covering Workplace Health and Safety, Child Protection, Excursions and the Delivery and Collection of Children and complete regular risk assessments and safety checks.

8. Remunerate fairly and responsibly

Sources

Education and Care Services National Law and Regulations

National Quality Standard

Early Years Learning Framework

Corporate Governance Principles and Recommendations ASX Corporate Governance Council

Family Assistance Law

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: April 21

Date for next review: April 22