

Governance & Leadership

Policy

National Quality Standard

7	Governance and Leadership
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National Regulations

173	Prescribed information to be displayed
174	Time to notify certain circumstances to Regulatory Authorities
177	Prescribed enrolment and other documents to be kept by the approved provider
180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

The day-to-day operations of early education and care services must comply with all relevant legislation, standards and codes of practice. Services cannot achieve this without effective governance and management. Quality Area 7 of the Guide to the National Quality Standard contains the elements of effective governance and leadership that result in a well-functioning, compliant service. Quality Area 7 also assists services in improving their skills in governance and leadership.

'Governance' refers to the service's future direction and goals, and how it will achieve these. It also ensures the service meets its regulatory requirements and that members of its governing organisation follow that organisation's constitution.

Policy Statement

This Policy outlines the way the Service ensures its practices comply with all relevant legislation, standards and codes of practice, and how it plans to continuously improve its leadership and management practices.

Who is affected by this Policy?

- * Management
- * Educators
- * Children
- * Families

Strategies and Practices

Approved Provider and Nominated Supervisor

- Sharon Hales is the Approved Provider of the Service, and holds the legal responsibility for operating the Service. QA 7.1.3
- The name of the Approved Provider and the name and contact details of the person(s) nominated to speak for the Approved Provider are displayed in the foyer and included in the Service Handbook given to parents at enrolment. QA 7.1.3
- A Nominated Supervisor, approved as a suitable, fit and qualified person by the Regulatory Authority and appointed by the Approved Provider, is in charge of the day-to-day operations of the Service. QA 7.1.3
- The Nominated Supervisor is also the Responsible Person whenever on the premises.
- At any time the Nominated Supervisor is not on the premises, a substitute Responsible Person who is physically present is placed in charge of the Service's day-to-day operations.
- The details of the Nominated Supervisor and the Responsible Person are clearly displayed in the main entrance of the Service.
- The Nominated Supervisor ensures that the Service's staffing arrangements meet regulatory requirements at all times. Particular attention is given to the Responsible Person and Educational Leader.

- Induction for staff, educators and parents is comprehensive so that all know the Service's goals (plans for the future), how it will go about achieving these, and the policies and procedures which guide the Service's day-to-day practices.

Information Displayed

- All information required by Regulation 173 of the Early Education and Care Services Regulations 2018 is displayed in the main entrance of the Service.

Philosophy, Policies and Procedures

- *The Service has a written Philosophy which reflects the principles of the Education and Care National Regulations 2018 and the Early Years Learning Framework 2018. This Philosophy was developed by the Approved Provider, Nominated Supervisor, staff, educators and parents and, as such, reflects their shared understanding of the role of the Service with children, families and the community.
- The Philosophy informs the Service's policies and procedures as well as the decisions and day-to-day practices of the staff/educators.
- The Service maintains up-to-date policies and procedures on all topics required by Section 168 - 172 of the Education and Care Services National Regulations 2018. The way these policies and procedures are communicated to parents, educators and staff, the process by which these policies and procedures are reviewed, and how changes are communicated to parents, educators and staff are detailed in the Service's Policy and Procedure Review Policy.

Record Keeping

- * The Service keeps records according to Sections 177-184 of the Education and Care Services National Regulations 2018.

Privacy & Confidentiality

- * The Service maintains the privacy and confidentiality of all records and information about individual children, families, parents, staff/educators, students and volunteers.

Continuous Improvement

- * The Service maintains the privacy and confidentiality of all records and information about individual children, families, parents, staff/educators, students and volunteers.

Grievance & Complaints

- * The Service follows clear processes to ensure all grievances and complaints are addressed, investigated fairly and documented promptly.

Notifications

- * The Approved Provider and Nominated Supervisor notify, within the stated time, the Regulatory Authority of circumstances and provide it with information as detailed in Regulations 174, 175 and 176 of the Early Education and Care National Regulations 2018.

Resources

- Office of the Australian Information Commissioner - www.privacy.gov.au
- Australian Legal Information Institute - www.austlii.edu.au
- Early Childhood Australia - www.earlychildhoodaustralia.org.au
- Education and Care Services National Regulations 2018
- Australian Human Rights Commission: <http://www.hreoc.gov.au>
- Privacy Act: <http://www.privacy.gov.au/law/act>
- The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>
- DEEWR (2009). Being, Belonging and Becoming: The Early Years Learning Framework for Australia. www.deewr.gov.au
- Australian Childhood Immunisation Register: <http://www.medicareaustralia.gov.au/public/services/acir/index.jsp>
- Food Safety Standards: <http://www.foodstandards.gov.au/foodstandards/foodsafetystandardsaustraliaonly/>

- Fairwork: <http://www.fairwork.gov.au/Pages/default.aspx>
- Safework Australia: www.safeworkaustralia.gov.au
- Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>

Review

Last Reviewed: January 2019 **Date for Next Review:** January 2020