

GOVERNANCE & MANAGEMENT POLICY

The Governance & Management Policy provides the overall direction, effectiveness, supervision and accountability of a Service. The approved provider and management are responsible for guiding the direction of the service, ensuring that its goals and objectives are met in line with the philosophy & vision, ensuring all legal and regulatory requirements governing the operation of the service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
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 defined 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 SERVICES NATIONAL LAW AND REGULATIONS	
Sec. 13	Matters to be taken into account in assessing whether fit and proper person
Sec. 14	Regulatory Authority may seek further information
Sec. 21	Reassessment of fitness and propriety
Sec. 51	Conditions on service approval
Sec. 162	Offence to operate education and care service unless responsible person is present
Sec. 165	Offence to inadequately supervise children

Sec.172	Offence to fail to display prescribed information
Sec. 173	Offence to fail to notify certain circumstances to Regulatory Authority
Sec. 174	Offence to fail to notify certain information to Regulatory Authority
Sec. 175	Offence relating to requirement to keep enrolment and other documents
Sec.188	Offence to engage person to whom prohibition notice applies
29	Condition on service approval-insurance
31	Condition on service approval-quality improvement plan
55	Quality improvement plan
56	Review and revision of quality improvement plans
73	Educational program
74	Record of child assessments or evaluations for delivery of educational program
84	Awareness of child protection law
85	Incident, injury, trauma and illness policies and procedures
136 (3)	First Aid qualifications
117B	Minimum requirements for person in day-to-day charge
157	Access for parents
158	Children's attendance record to kept by approved provider
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
167	Record of service's compliance
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures
173	Prescribed information to be displayed
175	Prescribed information to be notified to the Regulatory Authority
176	Time to notify certain information to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider
180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider

181-184	Confidentiality and storage of records
185	Law and regulations to be available

PURPOSE

Our Out of School Hours Care (OSHC) Service aims to ensure all legal and financial requirements are implemented and recognised through;

- appropriate governance & management practices
- providing quality education and care
- meeting the principles, practices and elements of the approved national framework *My Time, Our Place: Framework for School Age Care in Australia* and the National Quality Standard.

IMPLEMENTATION

Under the Education and Care Services National Regulations, the approved provider must ensure that policies and procedures are in place in relation to the governance and management of the service (regulation 168) and that they take reasonable steps to ensure those policies and procedures are followed (regulation 170). ACECQA 2021

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 Service has the following established positions:

Approved Provider	- Vicki Stravinski (Principal)
Nominated Supervisor	- Nathan D'Agostino (Director)
Persons with Management or Control	- Nathan D'Agostino (Director) - Ryan Pickering (Assistant Director)
Educational Leader	- Ryan Pickering (Assistant Director)
Responsible Persons (RP)	- Tahlia Degnan - Vanessa Calabrese - Stefan Gould

THE APPROVED PROVIDER IS LEGALLY RESPONSIBLE FOR:

- Ensuring compliance with the Education and Care Services National Law and National Regulations
- Ensuring all notifications are made to the Department, in writing, within the specified timeframes as outlined with the NQF
- Appointing a qualified Nominated Supervisor, Educational Leader and Director/coordinator for the Service
- Supporting the Nominated Supervisor and management in their role, providing adequate resources to ensure effective administration of the Service
- Notifying the regulatory authority of any changes to the Nominated Supervisor at least 7 days prior to the appointment (or as soon as possible, but no more than 14 days after commencement)
- Notifying the regulatory authority within 14 days of any changes to Persons with management or control
- Notifying the regulatory authority of any change to the ages of children being educated and cared for by the service; and any change to the nature of education and care offered by the service (reg 175 (2)(a))
- Displaying the prescribed information as listed in Regulation 173 including the current rating levels for each quality area stated in the National Quality Standard
- Ensuring background checks, including criminal history and Working with Children Checks/Clearance, are completed for all staff and educators
- Confirming incident, injury, illness or trauma records are stored 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 service or may have occurred as a result of an incident, the records must be kept until seven years after the death
- Being an employer, including all legal and ethical responsibilities that this entails
- Appointing staff and monitoring their performance
- Ensuring the Service remains financially viable and can meet its debts and other obligations as they fall due
- 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

- Evaluating and improving the performance of the Management Committee
- Ensuring the educational program is based on an approved learning framework (MTO) and contributes to each child's sense of identity and wellbeing
- Ensuring all notification and reporting requirements are met regarding the National Quality Framework and other legislation
- Ensuring a copy of the Education and Care Services National Regulations and National Law is available at all times at the service for use by educators, staff, families and visitors (Reg. 185)
- Ensuring that requirements relating to the physical environment, space, equipment and facilities are met

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 service's expectations
- Undertaking periodical planning and risk assessments and having appropriate risk management strategies in place to manage risks faced by the service
- 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 Service
- Ensuring all notification and reporting requirements are met regarding the National Quality Framework and other legislation
- The effectiveness of the Service'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
- Ensuring educators are adhering to service policies and procedures.
- Ensuring the QIP is updated at all times

SERVICE 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 Service. The philosophy will reflect the principles of the approved national framework *My Time, Our Place: Framework for School Age Care in Australia*.
- There will be a collaborative and consultative process to support the development and maintenance 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 and educators to make personal and ethical decisions related to confidentiality, recruitment, duty of care, record keeping, professional relationships and appropriate use of resources within the service.

CONFIDENTIALITY

All members of the Management Committee along with the Nominated Supervisor, Responsible Person, 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. Child Information sharing may be mandated to promote children's wellbeing and safety under state/territory legislation.

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, Responsible Person, 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 OSHC Service.

The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Management Committee.

ETHICAL DECISION-MAKING

Our OSHC Service will make decisions which are consistent with our policies and procedures and that work in conjunction with the Education and Care Services National Law and National Regulations, our approved learning framework (MTO), and the ethical standards within the ECA Code of Ethics.

REVIEW AND EVALUATION OF THE SERVICE

- Ongoing review and evaluation will support the continuing development of the Service. 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 Service and what needs additional development will be included in the QIP.

MAINTENANCE OF RECORDS

- The OSHC Service will adhere to record keeping requirements outlined in the National Regulations (177).
- The OSHC Service will adhere to the storage of confidential records outlined in the National Regulations (181-184)
- The OSHC Service has a responsibility to keep sufficient records about staff, families, and children in order to operate dependably and lawfully
- The Service will safeguard the interests of all children, their families, and the staff, using procedures to ensure appropriate privacy and confidentiality practices are upheld
- The approved provider assists in determining the process, storage location, and timeline for storage of records, using the National Regulations as a minimum standard
- The OSHC Service's orientation and induction processes will include the provision of significant information to managers, educators, children, and families to comply with National Regulations and Standards.
- The Approved Provider will ensure that the record retention procedure meets the

requirements of the following government departments:

- Australian Taxation Office (ATO)
- Family Assistance Office (FAO)
- Family Assistance Law
- National Law and Regulations

CONTINUOUS IMPROVEMENT / REFLECTION

Our *Governance Policy* will be reviewed every 3 years in consultation with children, families, staff, educators and management.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).
ACECQA. (2023). Policy and procedure guidelines. [Governance and Management Guidelines](#).
Australian Government. Department of Education. *Child Care Provider Handbook*. (2023)
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>
Early Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations](#). (2011) (Amended 2023).
Guide to the National Quality Framework. (2017). (Amended 2023).
Revised National Quality Standards. (2018)
[Western Australian Education and Care Services National Regulations](#)
Work Health and Safety Act 2011 (Cth)



REVIEW

POLICY REVIEWED BY	[NAME]	[POSITION]	[POSITION]	[DATE]
		OSHC Director		
		School Principal		
		Governing Council member		
POLICY REVIEWED	July 2024	NEXT REVIEW DATE	July 2027	