



7.02 Governance Policy

POLICY STATEMENT

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

AIM

Our Service aims to ensure all legal and financial requirements are implemented and recognised through appropriate governance practices, providing quality education and care, meeting the principles, practices and elements of the Early Years Learning Framework and the National Quality Standard.

STANDARDS AND PROCEDURES

Governance is the process that our Service is directed, controlled and held accountable to ensure the right decisions are made.

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

Approved Provider	Athena Cotis
Nominated Supervisor	Athena Cotis
Educational Leader	Athena Cotis
Responsible Persons	Adriana Chowaniok Anastasia Constantine Maryanne Schnieder
Lead Educators	Adriana Chowaniok (Preschool – Apollo Room) Maryanne Schnieder (Toddler – Artemis Room)

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.
- Being an employer
- Complying with funding agreements where appropriate
- Ensuring the Service remains financially viable and can meet its debts and other obligations as they fall due
- Managing control and accountability systems
- Completing a Quality Improvement Plan for the Service and update it at least annually

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- Complying with all other ACT and Australian governments' legislation that impacts upon the management and operations of a Service.
- Acting honestly and with due diligence
- Developing coherent aims and goals that reflect the interests, values and beliefs of all stakeholders of the Service
- Developing a clear and agreed philosophy which guides business decisions and the work of Management and staff
- 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.
- Establishing clearly defined roles and responsibilities for the members of the Management Committee and staff, individually and as a collective - clearly articulate the relationship between all stakeholders.
- Reviewing the Service's budget and monitoring financial performance and management to ensure the Service is always solvent and has good financial strength.
- Approving annual financial statements and providing required reports to government setting and maintaining appropriate delegations and internal controls.
- Appointing staff and monitoring their performance
- Evaluating and improving the performance of the Management Committee
- Ensuring all Educators and staff have a clear understanding about the hierarchy of management
- Reviewing the work process regularly
- Providing clear, and direct feedback and instruction that is suitable and communicated in writing.

The Nominated Supervisor is responsible for:

- Attend a minimum of 4 professional development opportunities
- Keep their First Aid Training current and supply the Service with valid certificates.
- Ensure Asthma and Anaphylaxis training is kept up to date every 3 years.
- Ensure CPR is kept up to date annually.
- Attend any required training set by management to enhance educator's skills and knowledge.
- Present their newly acquired skills and knowledge during team meetings to share information gained with their colleagues.
- Monitor and document their own record of Pedagogy Analysis showing their commitment to reflective practice. Embracing it as ongoing learning that involves engaging with questions of philosophy, ethics and practice and their influence on the learning environment.

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 "Being Belonging 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.

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 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 Service 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 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. This will be included in the QIP.

Maintenance of Records

- The service will adhere to record keeping requirements outlined in the National Regulations.
- The service will adhere to the storage of confidential records outlined in the National Regulations.
- The 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 the children and their families and the staff, using procedures to ensure appropriate privacy and confidentiality practice is upheld
- The Approved Provider assists in determining the process, storage place and time line for storage of records.
- The 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 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:
 1. Whenever there is a conflict of interest, the member concerned must notify the Approved Provider about the conflict
 2. 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 all relevant information they possess on the particular matter.
 3. 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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 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

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children's Education & Care Quality Authority](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Guide to the National Quality Standard](#)
- [ECA Code of Ethics](#)
- [Revised National Quality Standard](#)
- [Child Care Service Handbook 2017-2018](#)

RELATED POLICIES

- 4.02 Code of Conduct Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
September 2018	Yes	No	Terminology improvements made to support clearer understanding and implementation	October 2019