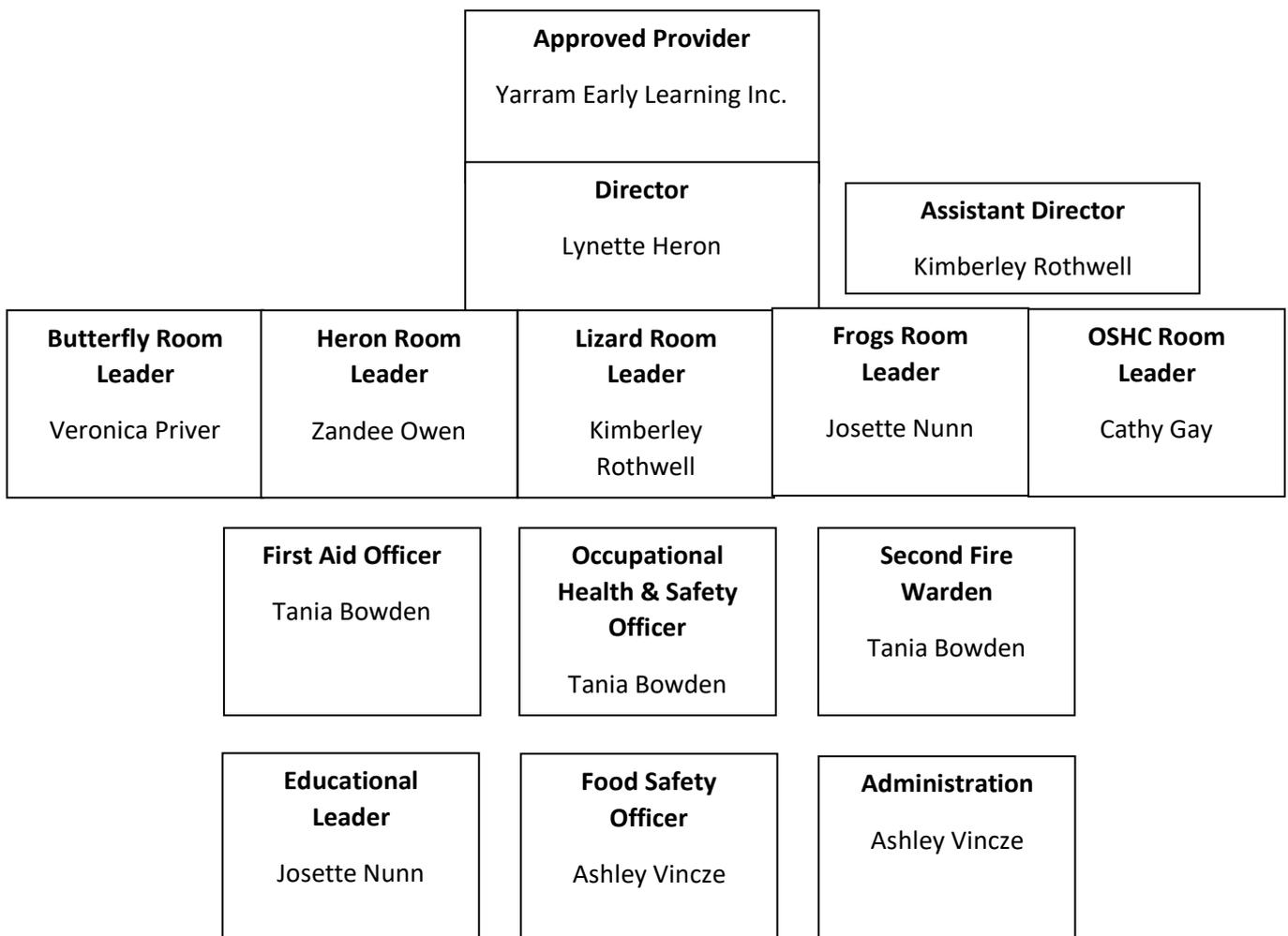


# Yarram Early Learning Governance and Management Policy

## BACKGROUND

The day-to-day operations of early education and care services must comply with all relevant legislation (including Family Assistance Law), 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 leadership and management that result in a well-functioning, compliant service. Quality Area 7 also assists services in improving their skills in governance and management. The terms 'governance' and 'management' have different meanings. '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. 'Management' is about the service's day-to-day operation, such as children having sufficient equipment and resources, parents' fees being up-to-date, and staff and educators following the service's policies and procedures.



Yarram Early Learning Centre is a non-profit service operated by Yarram Early Learning Incorporated. We are an integrated 75 place Long Daycare/Kindergarten providing care for children aged 8 weeks – Preschool and a 30 place Out of School Hours Care (OSHC) providing care for Children in Prep – Grade 6. Our OSHC service runs during school terms for Before and After School Care. Vacation Care operates during the school holidays, providing full day care for school age children.

The Centre is an accredited Child Care Service, approved and funded by the Commonwealth government and licensed by the Australian Children's Education and Care Quality Authority and will be supported by the Department of Education to ensure ongoing compliance with the National Quality Framework.

Our aim is to provide a quality service that meets the needs of the families in our community. It is our policy to work side by side with parents in the care and education of their children at a most important stage of their development. The Early Learning Centre is open for 50-51 weeks per year, closing for between one and two weeks over the Christmas/New Year period, and on public holidays.

### **Committee of Management**

The program is provided and managed by the Yarram Early Learning Centre Committee of Management, which is comprised of parents who use the service and other community representatives who have an interest in the operations of the service. The committee of management is responsible for the operations of the service ensuring it meets all legal requirements and is financially viable. Parental involvement is very important at an advisory level to ensure the service is meeting family needs. All families are eligible to be on the Committee and are welcome to provide input into the operations of the service at any time.

## **STRATEGIES AND PRACTICES**

### **The Approved Provider and Nominated Supervisor are responsible for:**

- Yarram Early Learning Inc. is the Approved Provider of the Service, and holds the legal responsibility for operating the Service. QA 7.1
- The details 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 7.2
- 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. Refer to the Service's Staffing Policy. QA 7.1.2
- The Nominated Supervisor is also the Responsible Person whenever on the premises. Refer to the Service's Staffing Policy. QA 7.2
- 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. Refer to the Service's Staffing Policy. QA 4.2.2
- The details of the Nominated Supervisor and the Responsible Person are clearly displayed in the main entrance of the Service. QA 7.2
- 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. Refer to the Service's Staffing Policy. QA 7.1.3
- 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 Services' day-to-day practices. QA 7.2.1, 7.2.3.

- All information required by Regulation 173 of the Early Education and Care Services Regulations 2018 is displayed in the main entrance of the Service. QA 7.1.3

### **Philosophy, Policies and Procedures**

- The Service has a written Philosophy which reflects the principles of the Education and Care National Regulations 2018, the Early Years Learning Framework 2009 and My Time, Our Place 2011 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. QA 7.1.1
- The Philosophy informs the Service's policies and procedures as well as the decisions and day-to-day practices of the staff/educators. QA 7.1.1
- 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 Manual Calendar. QA 7.1.1

### **Record Keeping**

- The Service keeps records according to Sections 177-184 of the Education and Care Services National Regulations 2018. Refer to the Service's Privacy and Confidentiality Policy. QA 7.1.1

### **Privacy and Confidentiality**

- The Service maintains the privacy and confidentiality of all records and information about individual children, families, parents, staff/educators, students and volunteers according to Sections 177-184 of the Education and Care Services National Regulations 2018 Refer to the Service's Privacy and Confidentiality Policy. QA 7.1.1

### **Continuous Improvement**

- The Service is committed to continuous improvement. It has processes in place to evaluate the extent to which it meets or exceeds the National Quality Standard 2009. The findings of the evaluation are used to develop the Services Quality Improvement Plan (QIP). QA 7.2.1

### **Grievances and Complaints**

- The Service follows clear processes to ensure all grievances and complaints are addressed, investigated fairly and documented promptly. If relevant, changes are made to the Service's Policies and Procedures. Refer to the Service's Complaints and Grievances Policy. QA 7.1.3

### **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 174-176 of the Early Education and Care National Regulations 2018. QA 7.1.2

## Links to other policies

- Complaints and Grievances Policy
- Enrolment and Orientation Policy
- Privacy and Confidentiality Policy
- Staffing Policy
- Policy Manual Calendar

## Links Education and Care Services National Regulations 2018, National Quality Standard 2018

Regulations:

- 14 Application for provider approval by individual
- 15 Application for provider approval by person other than an individual
- 16 Matters relating to criminal history
- 31 Condition on service approval – quality improvement plan
- 46 Application for supervisor certificate
- 55 Quality improvement plans
- 56 Review and revision of quality improvement plans
- 173 Prescribed information to be displayed
- 174 Time to notify certain circumstances to Regulatory Authority
- 175 Prescribed information to be notified to 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
- 183 Storage of records and other documents
- 185 Law and regulation to be available

QA7		GOVERNANCE AND LEADERSHIP
7.1	Governance	Governance supports the operation of a quality service.
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	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-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

## **Sources**

- Early Years Learning Framework 2009
- Education and Care Services National Regulations 2018
- ACT Council of Social Service. (2016). Organisations Information Kit. <http://www.actcoss.org.au/oik/infosheets/governance/boardnEOresponse.html> accessed 5 February 2016
- Guide to the National Quality Standard 2011
- My Time, Our Place 2009

## **EVALUATION**

Yarram Early Learning encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## **AUTHORISATION**

This policy was adopted by Yarram Early Learning Incorporated in June 2018

**REVIEW DATE:** January 2019