

Yarram Early Learning Governance and Management Policy

Quality area 7: Governance and Leadership

Committee of Management			
Chairperson Malissa Nicol	Secretary Gregory MacAulay	Treasurer Bek Muir	Member Helen Dwyer
Member Anne Morris	Member Amy Norman	Member	Member

Approved Provider YELC				
Manager Sarah Gregory				
Assistant Manager Shantaz Arnol				
Ngarawert Room Leader Donna Vollmer	Wook Gook Room Leader Kerry Turner	Bataluk Room Leader Shantaz Arnol	Tiddalek Room Leaders Hayley Douglas-Green	OSHC Coordinator Teyarnie Hanning
Educational Leader Krystle Brighton	First Aid Officer Tania Bowden Shantaz Arnol	Occupational Health & Safety Officer Tania Bowden	Administration Rebecca McKelvie	Food Safety Officer Donna Vollmer

PURPOSE

This policy outlines the duties, roles and responsibilities of the Committee of Management Board of Yarram Early Learning.

This policy should be read in conjunction with:

- *Privacy and Confidentiality Policy*

POLICY STATEMENT

VALUES

Yarram Early Learning is committed to ensuring that there are appropriate systems and processes in place to enable:

- good governance and management of the organisation
- accountability to its stakeholders
- compliance with all regulatory and legislative requirements placed on the organisation
- the organisation to remain solvent and comply with all its financial obligations.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person, Educators, other staff, students on placement and volunteers at Yarram Early Learning.

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 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.

PROCEDURES

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.
- 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.
- 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.
- The Nominated Supervisor is also the Responsible Person whenever on the premises. Refer to the Service's Staffing Policy.
- 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.
- 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. Refer to the Service's Staffing Policy.
- 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.
- 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, the Early Years Learning Framework and My Time, Our Place. 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 Manual Calendar.

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).

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).

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).

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.

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.

Relevant service policies

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

Legislation and standards

Relevant legislation and standards include but are not limited to:

- Associations Incorporation Reform Act 2012 (Vic), as applicable to the service
- Corporations Act 2001, as applicable to the service
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulation 168(2)(I)
- National Quality Standard, Quality Area 7: Governance and Leadership
 - Standard 7.1 Governance: Governance supports the operation of a quality service
 - Standard 7.2 Leadership: Effective leadership builds and promotes a positive organisational culture and professional learning community.

Sources

- Early Years Learning Framework:
https://www.acecqa.gov.au/sites/default/files/2018-02/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf
- Education and Care Services National Regulations 2018:
<https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations>
- Guide to the National Quality Standard:
<https://www.acecqa.gov.au/sites/default/files/2018-01/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf>
- My Time, Our Place: https://www.acecqa.gov.au/sites/default/files/2018-05/my_time_our_place_framework_for_school_age_care_in_australia_0.pdf
- ELAA Policy Works: <https://elaa.org.au/account/policyworks-file-downloads/>

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly check staff records to ensure Working with Children Checks and qualifications are current and complete
- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy

- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

AUTHORISATION

This policy was adopted by Yarram Early Learning Incorporated in September 2020

REVIEW DATE: May 2024