

Governance and Management Policy (Including Confidentiality of Records)

Published	June 2018
Review Date	December 2019
Sources	<p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, February 2018</p> <p>Childcare Service Handbook 2017-18 Department of Education and Training</p> <p>The Privacy Act, What does it all Mean? Community Child Care Magazine, June 2002</p>

Aim:

To ensure that appropriate governance arrangements are in place to manage the service and act in accordance with requirements under the Education and Care Services National Regulations.

Explanation:

Governance arrangements reflect the appropriate legal status and authority to hold a provider approval and service approval while contributing to the development of a positive organisational culture.

Responsibilities:

In relation to the Scheme:

- Abide by their obligations under the current Education and Care Services National Regulations and the relevant National Quality Standard in relation to governance and management
- Country Children's Early Learning Pty Ltd is the Approved Provider and holds the legal responsibilities for operating the service
- Country Children's Early Learning as Approved Provider will:
 - Administer the Scheme
 - Employ fit and proper staff to run the Co-ordination Unit
 - Account for Government Funding
 - Maintain communication with State and Federal Government Departments

In relation to Co-ordination Unit Staff:

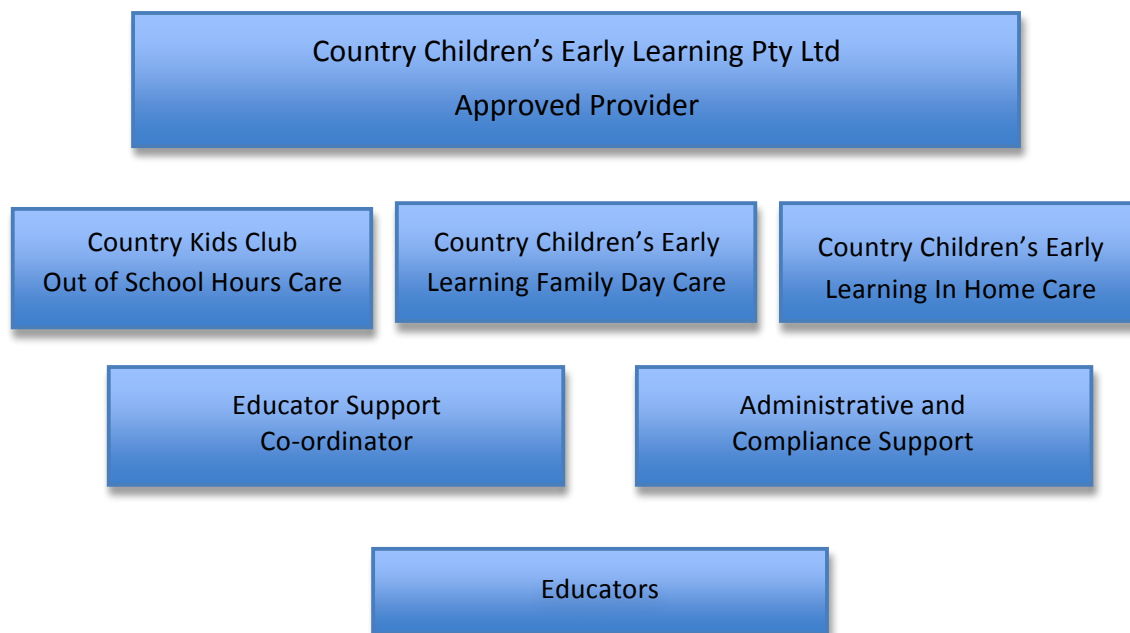
- Abide by their obligations under the current Education and Care Services National and the relevant National Quality Standard in relation to governance and management
- Accept the appointment acknowledging the legal responsibilities of the position
- Hold the appropriate qualifications according to their positions
- Will nominate an approved certified supervisor to take charge of day-to-day operations in their absence
- Recruit Service Staff in accordance with Country Children's Early Learning's relevant recruitment policies
- Ensure that Service Staff comply with all relevant policies and receive adequate training and support to work within the policy framework
- Employ suitable qualified staff to monitor and support Educators
- Recruit and register suitable Educators

- Continue to monitor and assess Educators suitability to deliver an education and care service which complies with the Education and Care Service National Regulations and Quality Standards
- Provide training, information and resources to Educators to continue supporting their understanding and obligations to comply with the Education and Care Services National Regulations and National Quality Standard
- Ensure that administrative systems are established and maintained to ensure the effective operation of the service
- Notify the Regulatory Authority of certain incidents and changes to information about the service in accordance with the Education and Care Services National Regulation
- Ensure that relevant policies are developed to make certain that the service operates within the regulatory requirements
- Ensure that Confidentiality of Records is maintained at all times
- Ensure that records are kept for at least 36 months from the end of the calendar year in which the care was provided to which the record relates
- Encourage collaboration between all stakeholders, i.e. Families, Educators, Co-ordination Unit Staff
- Provide childcare places according to the Australian Government Priority of Access Guidelines

In relation to Confidentiality of Records:

- Information that is kept in a record as required by the National Regulations must not be communicated (either directly or indirectly) with anyone other than:
 - Educators who require the information for the education and care of the child
 - Medical personnel who require the information for medical treatment of a child
 - The parent of the child that the record relates to (except for a staff record)
 - The Regulatory Authority or an Authorised Officer
 - As expressly authorised, permitted or required to be given by or under any Act or law
 - With the written consent of the person who provided the information
- Precautionary steps will be taken to ensure all information of a personal nature is not available to people unauthorised to access this information
- Personal information in written records will be kept securely by storing records confidentially in a safe and secure area
- Thorough destruction or secure disposal of records after the lapse of the mandatory period of retention will also be practised

Organisation Chart



Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Scheme and Co-ordination Staff accessing current relevant information
- Scheme, Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
November 2013	Added information about how long to keep records
May 2015	Scheduled Policy Review - Updated Organisation Chart
November 2015	Scheduled Policy Review – No changes made
May 2017	Scheduled Policy Review – No changes made
June 2018	Update sources to include the Childcare Service Handbook 2017-18 Department of Education and Training