

Policy Statement

This policy acts to ensure that:

- Robust governance and management systems are in place to ensure the effective, transparent and competent operation of the service, and to act in accordance with the requirements under the Education and Care Services National Regulations

Explanation

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Our Education and Care Service recognises the importance of having a framework of rules, relationships, systems and processes within, and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care.

Country Children's Early Learning Pty Ltd operates the following Education and Care Services:

- Country Children's Early Learning (Family Day Care)
- Country Kids Club (Outside School Hours Care)

Each of these services are monitored by appointed Coordinators and overseen by the Approved Provider/Director

Goals

Our Service is committed to ensuring good governance and accountability to its stakeholders by:

- Conducting our affairs legally, ethically and with integrity, ensuring compliance with all funding, regulatory and legislative requirements
- Remaining solvent and complying with all our financial obligations
- Identifying organisational risks and legal obligations and managing these
- Ensuring mechanisms are in place for fair and transparent governance

Roles and Responsibilities

Approved Provider

- Country Children's Early Learning Pty Ltd is the Approved Provider and holds the legal responsibilities for operating the service
- Country Kids Club as Approved Provider will administer the service, this includes:
 - Compliance Monitoring
 - Organisational Governance

Policy Created
February 2016

Policy Last Updated
October 2023

Policy Review Date
October 2025

- Financial Management
- Strategic Planning
- Regulatory Monitoring
- Risk Management
- Conflict Resolution
- Employing fit and proper staff to be Service Coordinators
- Accounting for Government funding
- Maintaining communication with State and Federal Government Departments
- Developing, maintaining and reviewing service policies and procedures

Nominated Supervisor/Coordinator

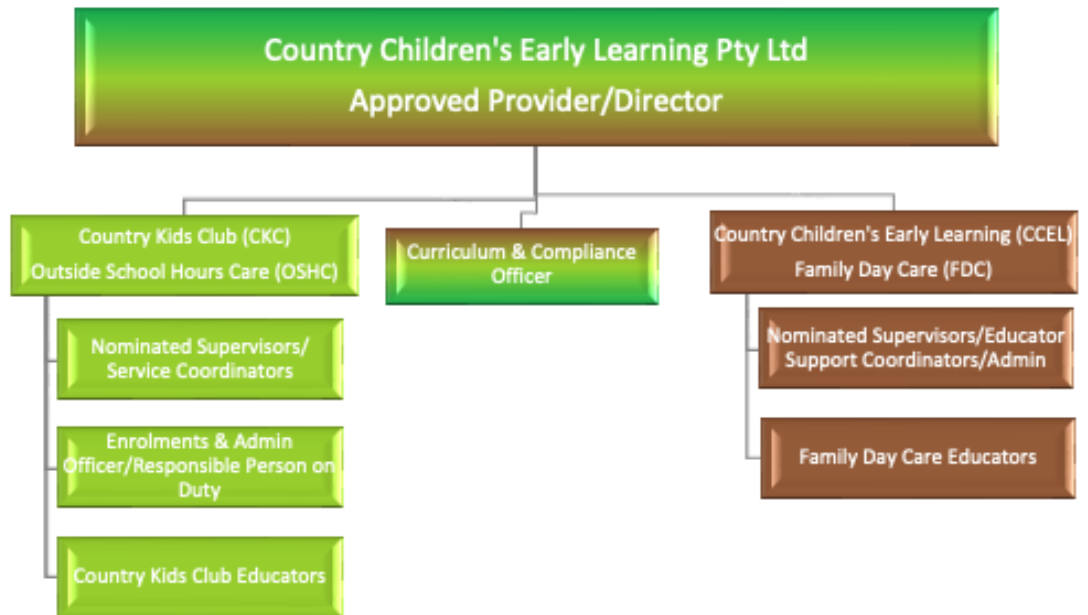
- Accept the appointment acknowledging the legal responsibilities of the position
- Hold the appropriate qualifications according to their positions
- The Nominated Supervisor is responsible for the day-to-day management of the service and to address key management and operational issues under the direction of, and the policies laid down by the Approved Provider
- Will nominate a Responsible Person to take charge of the day-to-day operations in their absence
- Recruit Service Staff in accordance with Country Kids Club'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 suitably qualified staff to monitor and support Educators
- Employ suitably qualified Educators to run the OSHC Program
- Continue to monitor and assess Educators suitability to deliver an Education and Care Service that 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 reportable incidents that fall under the categories listed on the NQA IT Portal, and any 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 as outlined in the regulations:
 - Children's records until the end of three years after the child's last attendance
 - Incident, injury, trauma and illness records to be kept until the child is 25
 - Records identified as relevant to child safety and wellbeing (Including sexual abuse), where an allegation of abuse has occurred at the service to be kept for at least 45 years
 - Staff (including volunteers and students) until the end of three years after the staff member works for the service
 - Operations until the end of three years after the Approved Provider operated the service
- Liaise regularly with the Approved Provider to discuss the services needs and direction
- Encourage collaboration between all stakeholders, i.e. Families, Educators, Coordinators
- 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 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 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 of secure disposal of records after the lapse of the mandatory period of retention will also be practised

CCEL Governance Chart



Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems



* Does not apply if the insurance is provided by a state or territory government.

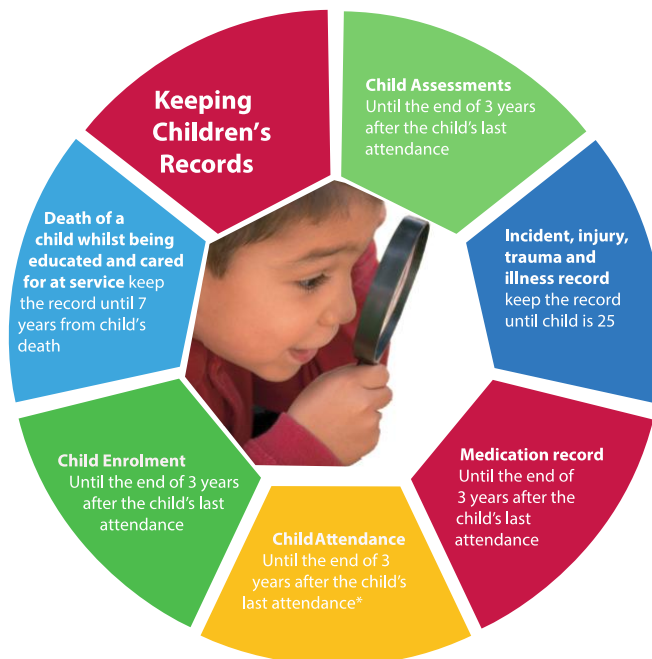
LINKS TO:

→ **Education & Care Services National Law**
Section 13, 14, 21, 51, 162, 172, 173, 174, 175, 188, 269

→ **Education & Care Services National Regulations:**
29, 30, 31, 55, 56, 84, 104, 106, 107, 108, 109, 110, 116, 117, 117B, 153, 154, 157, 158, 159, 160, 161, 162, 165, 167, 168, 169, 170, 171, 172, 173, 174, 174A, 175, 176, 176A, 177, 178, 179, 180, 182, 183, 184, 185

→ **National Quality Standards/Elements:**
1, 2, 3, 4, 5, 6, 7

→ **Child Safe Standards:**
1, 2, 3, 4, 5, 6, 7, 8, 9, 10



*For preschool programs provided by a school, the service should keep child attendance records in accordance with their state education law or department policy.

SOURCES

LINKS TO OTHER POLICIES:

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Assessment and Reassessment of Residences and Venues for FDC
- Assessment of FDC Educators & Assistant Educators (Including persons residing at FDC residence)
- Child-Safe Environment
- Complaints Handling
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Delivery & Collection of Children
- Emergency and Evacuation
- Enrolment and Orientation
- Fee Payment
- Incident, injury, trauma and illness
- Interactions with Children
- Monitoring, Support & Supervision of FDC Educators
- Nutrition & Safe Food Handling
- Regular Outings & Excursions
- Safe Transportation of Children
- Sleep & Rest
- Staffing
- SunSmart
- Training & Professional Development
- Visitors to FDC Residences and Venues
- Water Safety

- Education and Care Services National Regulations - December 2021
- Education and care Services National Law - January 2022
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations - October 2017
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You