**Governance and Management Policy**

**Policy Statement:**

Sandon Point Children’s Centre is governed by two Managing Directors, one of whom works on a daily basis at the centre in the role of Service Director.

**Rationale:**

Governance is the process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, directions and control exercised in the organisation (Australian National Audit Office, 1999). The governance of an organisation is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of a service. Under the National Law and National Regulations, early childhood services are required to have policies and procedures in place relating to the governance and management of the service.

**Background:**

Sandon Point Children’s Centre is the registered business name of the company M Toth Enterprises Pty Ltd (ABN 66 113 926 551). The centre was purchased in December 2005. M Toth Enterprises is the Approved Provider of the service.

The company has two directors, Merran Toth, Managing Director, and her husband Michael Toth.

Merran Toth is a qualified early childhood professional with a Certificate III in Children’s Services, Diploma of Teaching (Primary), Bachelor of Education (Primary), Masters in Teaching and Certificate of Integration Studies. She has been working in field of education for a period spanning more than two decades.

**Legislation:**

Relevant legislation and standards include but are not limited to:

* Education and Care Services National Law Act 2010
* Education and Care Services National Regulations 2011: Regulations 181, 183
* Freedom of Information Act 1982
* Health Records Act 2001 (Vic)
* Information Privacy Act 2000 (Vic)
* National Quality Standard, Quality Area 7
* Privacy Act 1988 (Cth)
* Public Records Act 1973 (Vic)

**Strategies, Practices and Procedures:**

In order to achieve and maintain the centre’s aims and Philosophy, the Director will monitor the financial viability and accountability of the centre by ensuring that:

* Funds are expended appropriately according to any funding and budgets
* The program is operating within budget
* Required paperwork is submitted to the relevant funding agencies
* Any additional financial requirements are completed (e.g. Taxation office)

The Director will also:

* Develop with educators and the community an overall philosophy for the centre and policies and practices in line with that philosophy.
* Consult with educators and the community on these policies and management decisions and enable educators to implement them in order to maintain quality child care.
* Provide avenues for effective communication between educators and the Director.
* Employ and support educators in their roles, and ensure the relevant awards and conditions of employment are complied with.
* Encourage training and development of educators in their roles, and
* Facilitate the participation of educators and management in budget planning to enable cost effective management of the centre.
* Provide leadership, forward planning and guidance to the service, particularly in relation to developing a strategic culture and directions.
* Be responsible for overseeing legal functions and responsibilities.
* Ensure that Sandon Point Children’s Centre complies with the Commonwealth Privacy Act 1988 – Privacy Amendments (Privacy Sector) Act 2000 and follows the standards of National Privacy Principles to regulate the way in which our service manages personal and sensitive information.

**Ethical Practice**

The following principles provide an ethical framework the Director will use to guide the delivery of services:

* treating colleagues, parents/guardians, children, suppliers, public and other stakeholders respectfully and professionally at all times
* dealing courteously with those who hold differing opinions
* respecting cultural differences and diversity within the service, and making every effort to encourage and include all children and families in the community
* having an open and transparent relationship with government, supporters and other funders
* operating with honesty and integrity in all work
* being open and transparent in making decisions and undertaking activities, and if that is not possible, explaining why
* working to the standards set under the *National Quality Framework* and all applicable legislation as a minimum, and striving to continually improve the quality of the services delivered to the community

**Determining the Responsible Person**

The name and position of the responsible person in charge of the service must be displayed at any given time. A “responsible person” can be:

* the Approved Provider, or
* the Nominated Supervisor, or
* a “responsible person” who has consented to be in day-to-day charge. The responsible person must be over 18 years of age, have a minimum of a Cert III in Early Childhood Education and Care, a current HLTAID012 Provide First Aid in an education and care setting, Working With Children Check and a minimum of two years working in a children’s service.

At Sandon Point Children’s Centre:

1. When Merran Toth, the Approved Provider, is on the premises, she is the responsible person.
2. If Merran is away, then the Nominated Supervisor, is the responsible person.
3. If both Merran and the Nominated Supervisor are away, then the people named as the responsible person on the roster on OWNA take on that role. (Please see their profiles on the wall to discern their positions).

If you have a question, complaint or query, the responsible person is who you should discuss it with.

The chart below shows the chain of responsibility at the service.

Approved Provider

Responsible Person

Room Leader

Qualified Educators

Trainees

**Links to the Education and Care Services National Regulations 2011 and National Quality Standard 2011**

|  |  |  |
| --- | --- | --- |
| Regs | 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 |

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| --- | --- | --- |
| QA | 7.1.1 | Appropriate governance arrangements are in place to manage the service |
|  | 7.1.2 | The induction of educators, co-ordinators and staff members, including relief educators, is comprehensive |
|  | 7.1.4 | Provision is made to ensure a suitably qualified and experienced educator or co-ordinator leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning |
|  | 7.1.5 | Adults working with children and those engaged in management of the service or residing on the premises are fit and proper |
|  | 7.2.1 | A statement of philosophy is developed and guides all aspects of the service’s operations |
|  | 7.2.2 | The performance of educators, co-ordinators and staff members is evaluated and individual development plans are in place to support performance improvement |
|  | 7.2.3 | An effective self-assessment and quality improvement process is in place |
|  | 7.3.1 | Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements |
|  | 7.3.2 | Administrative systems are established and maintained to ensure the effective operation of the service |
|  | 7.3.3 | The Regulatory Authority is notified of any relevant changes to the operation of the service, of serious incidents and of any complaints which allege a breach of legislation |
|  | 7.3.4 | Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner |
|  | 7.3.5 | Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly |

**Measuring Tools:**

* Staff performance reviews
* Parent surveys

**Links to Other Policies:**

Employment and Staff Management Policy

Grievances and Complaints Management Policy

Permanent and Relief Staff Induction and Support Policy

Privacy Policy

Work Health and Safety Policy

Staff Training and Development Policy

Staff Appraisal Policy

**Policy Created:** September 2013

**Policy Reviewed:** February 2023

**Policy Review Date:** February 2024

**Sources:**

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2011

Guide to the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulation 2011