

ST. CATHERINE'S EARLY EDUCATION CENTRE

GOVERNANCE POLICY

St Catherine's Early Education Centre will meet its legal and financial obligations by implementing appropriate governance practices that meet all our legal and regulatory requirements governing the operation of the service.

The Governance Policy provides the overall direction, effectiveness, supervision and accountability of a Service. Management is responsible for guiding the direction of the service, ensuring that its goals and objectives are met and support our philosophy and aim to provide high quality education and care.

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
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 defining, 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-ordination and 'staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Sec. 13	Matters to be considered in assessing whether fit and proper person
Sec. 14	Regulatory Authority may seek further information
Sec. 21	Reassessment of fitness and propriety
Sec. 51	Conditions on service approval
Sec. 162	Offence to operate education and care service unless responsible person is present
Sec.165	Offence to inadequately supervise children
Sec.172	Offence to fail to display prescribed information
Sec. 173	Offence to fail to notify certain circumstances to Regulatory Authority
Sec. 174	Offence to fail to notify certain information to Regulatory Authority
Sec. 175	Offence relating to requirement to keep enrolment and other documents
Sec.188	Offence to engage person to whom prohibition notice applies
29	Condition on service approval-insurance
31	Condition on service approval-quality improvement plan
55	Quality improvement plan
73	Educational program

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74	Record of child assessments or evaluations for delivery of educational program
84	Awareness of child protection law
85	Incident, injury, trauma and illness policies and procedures
136(3)	First aid Qualification
117B	Minimum requirements for person in day-to-day charge
157	Access for parents
158	Children's attendance record to kept by approved provider
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
165	Record of visitors
167	Record of service's compliance
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures
173	Prescribed information to be displayed
175	Prescribed information to be notified to the 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
181-184	Confidentiality and storage of records

Related Policies

- Child Protection Policy
- Child Safe Environment Policy
- Child safely and Child wellbeing Policy
- Dealing Infectious Diseases Policy
- Dealing with Complaints Policy
- Educators and management policy
- Emergency Evacuation Policy
- Enrolment and Orientation Policy
- Interactions and relationships with Children Policy
- Record Keeping and Retention Policy
- Sleep, Rest and Relaxation Policy
- Staffing Arrangements Policy
- Students, volunteers and visitor's policy
- Sun protection Policy
- Water Safety Policy

Purpose

Our Service aims to ensure all legal and financial requirements are implemented and recognised through appropriate governance practices, providing high quality education and care, meeting the principles, practices and elements of the Early Years Learning Framework and the National Quality Standard.

Under the Education and Care Services National Regulations, the approved provider must ensure that policies and procedures are in place in relation to the governance and management of the service (regulation 168) and that they take reasonable steps to ensure those policies and procedures are followed (regulation 170). ACECQA 2021

Scope

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This policy applies to Children, Families, Staff, Management, Nominated Supervisor, Approved Provider, students, volunteers and Visitors of the service.

Implementation

Governance is the process that our Service is directed, controlled and held accountable to ensure the right decisions are made.

The Approved Provider and Nominated Supervisor of the Service accept the legal responsibilities associated with establishing and administrating the Service. Our Service has the following established positions:

Approved Provider	Trustees of the Ukrainian Catholic Church Australia.
Approved Provider - Delegate	Andrew Kohut
Provider Approval - Number	PR-00003063
Nominated Supervisor	Jennie Madden
Educational Leader	Iris Wan
Responsible Persons	Hiral Petal, May Nguyen, Iris wan, Jintana Suttanu, Carla Khalil, Rita Wu
Director	Jennie Madden
Assistant Director	Hiral Patel
Business Manager	Felix Figurek

The Approved Provider is legally responsible for:

The approved provider has a range of responsibilities prescribed in the Education and Care Services National Law and Regulations, including:

- ensuring compliance with the Education and Care Services National Law and Education and Care Services National Regulations
- Ensuring compliance by all employees and educators with the Education and Care services National Law and Education and care services National Regulations
- ensuring educators, staff, students and volunteers have knowledge of and adhere to this policy
- ensuring families are aware of this *Governance Policy*

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- ensuring all notifications are made to the Department, in writing, within the specified timeframes as outlined with the NQF and FAL
- complying with Family Assistance Law
- appointing a suitably Qualified Nominated Supervisor, an Educational Leader and a Director/coordinator for the Service
- supporting the Nominated Supervisor and management in their role, providing adequate resources to ensure effective administration of the service.
- Notifying the regulatory Authority of any changes to the Nominated Supervisor at least 7 days prior to the Appointment(or as soon as possible, but no more than 14 days after commencement)
- Notifying the regulatory Authority within 14 days of any changes to persons with Management or control
- Notifying the regulatory Authority of any change to the ages of children being educated and cared for by the service; and any change to the nature of education and care offered by the service(Reg 175(2)(a))
- displaying the prescribed information as listed in Regulation 173 including the current rating levels for each quality area stated in the National Quality Standard
- Acting honestly and with due diligence.
- ensuring background checks, including criminal history and Working With Children Checks are completed for all staff and educators.
- determining whether or not a person working in the service is a 'fit and proper person'.
- provide information to the regulatory authority upon request in relation to being a 'fit and proper person'
- implementing a probation and induction orientation program to ensure employees are aware of their roles and responsibilities, understanding of the values and organisational culture of the Service, policies and procedures, child protection law and other legislation
- supporting the Nominated Supervisor [Responsible Persons] in their role, providing adequate resources to ensure effective administration of the Service
- developing a clear and agreed philosophy, which guides business decisions and the work of management and staff
- ensuring that families of enrolled children have access to enter the premises (regulation 157)
- ensuring there is a sound foundation of policies and procedures that complies with all legislative and regulatory requirements, and that enables the daily operation of the Service to be in line with the Service's philosophy and goals
- maintaining up to date and current policies and procedures for compliance by all educators
- ensuring the health, safety and wellbeing of children and taking every reasonable precaution to protect children from harm or hazard
- ensuring the service as a whole is committed to creating and maintaining an environment that promotes the safety of all children and embeds the Victorian Child Safe Standards.
- Ensuring the service is dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

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- Ensuring there is ongoing professional development for educators and staff to maintain their ability to distinguish and respond to situations of abuse and neglect, ensuring educators and staff are responsive to their responsibilities in keeping children safe.
- confirming incident, injury, illness or trauma records are stored in a kept in a safe and secure place until the child is 25 years of age. In the event of a death of child while being cared for by the service or may have occurred as a result of an incident, the records must be kept until 7 (seven) years after the death.
- being an employer, including all legal and ethical responsibilities that this entails
- appointing staff and monitoring their performance
- ensuring educator qualification requirements are current
- ensuring all educators and staff have a clear understanding of the hierarchy of management
- providing clear and direct written and verbal feedback and instruction that is suitable and appropriate to the task
- ensuring the Service remains financially viable and can meet its debts and other obligations as they fall due
- ensuring the Service holds a current insurance policy for public liability with a minimum cover of \$10, 000, 000 [or public liability provided by the Government of a State or Territory in respect for an education and care service]
- managing control and accountability systems
- reviewing the Service's budget and monitoring financial performance and management to ensure the Service is solvent at all times and has sound financial strength
- approving annual financial statements and providing required reports to government bodies and maintaining appropriate delegations and internal controls
- complying with funding agreements where appropriate
- reviewing the work process regularly
- completing a Quality Improvement Plan (QIP) for the Service and updating it at least annually
- developing coherent aims and goals that reflect the interests, values and beliefs of all stakeholders of the Service
- establishing clearly defined roles and responsibilities for the members of the Management Committee and staff, individually and as a collective, and clearly articulating the relationship between all stakeholders
- evaluating and improving the performance of the Management Committee.
- ensuring the educational program is based on an approved learning framework (EYLF) and contributes to each child's sense of identity and wellbeing
- complying with all other Victorian and Australian governments' legislation that impacts upon the management and operations of a Service
- ensuring all notification and reporting requirements are met regarding the National Quality Framework and other legislation
- ensuring that requirements relating to the physical environment, space, equipment and facilities are met

The Nominated Supervisor is responsible for:

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The Nominated Supervisor is responsible for the day to day running of the service and has a range of responsibilities prescribed in the Education and Care Services National Law and Regulations, including:

- adhering to the Education and Care Services National Law and National Regulations
- developing ethical standards and a code of conduct which guide actions and decisions in a way that is consistent and reflective of the Service's expectations
- undertaking periodical planning and risk assessments and having appropriate risk management strategies in place to manage risks faced by the Service
- ensuring that actions taken, and decisions made are clear and consistent and will help build confidence in all stakeholders
- ensuring all notification and reporting requirements are met regarding the National Quality Framework and other legislation
- the effectiveness of the Service's well-defined partnership between the members of the Eparchial Financial Committee and the Nominated Supervisor. The partnership requires clear understanding of roles and responsibilities, and regular and open communication.
- producing outcomes together with educators and staff. Educators must agree on their responsibilities and work according to current policies and procedures.
- providing educators with training, resources and support
- identifying and reporting if something significant occurs (for example: Work Health and Safety; Fraud Prevention; Complaint handling)
- identifying work required for completion and delegate to the appropriate educator/staff
- ensuring educators and staff do not delegate responsibilities for which they are accountable for or have been delegated to them by Management
- delegate all tasks in writing with a clear due date
- ensuring educators are adhering to service policies and procedures.
- creating and maintaining an environment that promotes the safety of all children and embeds the Victorian Child Safe Standards.
- Ensuring the service and educators are dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- Ensuring there is ongoing professional development for educators and staff to maintain their ability to distinguish and respond to situations of abuse and neglect, ensuring educators and staff are responsive to their responsibilities in keeping children safe.

Service Philosophy

- The development and review of the philosophy and policies will be a continuous process on an annual basis or when required.
- The philosophy and associated statement of purpose will reinforce all other documentation and the practices of the Service. The philosophy will reflect the principles of the approved national framework "Being Belonging Becoming" and "My Time, Our Place".

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- There will be a collaborative and consultative process to support the development of the philosophy that will include children, parents and Educators.
- All documents will be dated and include nominated review dates.

Code of Conduct

The standards of behaviour outlined in our Code of Conduct Policy guidance for all staff and educator to make personal and ethical decisions related to confidentiality, recruitment, duty of care, record keeping, professional relationships and appropriate use of resources within the service.

Confidentiality

All members of the Eparchial Financial Committee along with the Nominated Supervisor, Responsible Person, Educators and Staff who gain access to confidential information, whether in the course of their work or otherwise, shall not disclose information to anyone unless the disclosure of such information is required by law and will respect the confidentiality of all documents and meetings that occur. Child Information Sharing may be mandated to promote children's wellbeing and safety under Victoria legislation.

This also includes:

- Using information acquired for their personal or financial benefit, or for the benefit of any other person
- Permitting any unauthorised person to inspect or have access to any confidential documents or other information.
- any information received or transmitted via mobile telephone (including text/SMS) or any other electronic device (e.g. email) shall be treated with the same confidentiality as any other written form of communication and must be stored confidentially.

This obligation, placed on a member of the Eparchial Financial Committee, Nominated Supervisor, Educator and Staff shall continue even after the individual has completed their term and is no longer on the Eparchial Financial Committee or employed by the Service.

The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Eparchial Financial Committee or management meeting.

Ethical decision-making

Our Service will make decisions which are consistent with our policies and procedures which work in conjunction with the national education and care law and regulations, our approved learning framework (EYLF), ethical standards with in the ECA Coe of Conduct, the Child safe standards and our Code of Conduct.

Review and Evaluation of the Service

- Ongoing review and evaluation will support the continuing development of the Service. We

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will ensure that the evaluation involves all stakeholders.

- The development of a Quality Improvement Plan (QIP) will form part of the reflection procedure. Reflection on what works within the Service and what needs additional development. This will be included in the QIP.

Maintenance of Records

- The Service will adhere to record keeping requirements outlined in the National Regulations (177).
- The Service will adhere to the storage of confidential records outlined in the National Regulations. (181-184)
- Records will be kept of all visitors to the Service while children are being cared for Regulations (165)
- The Service has a responsibility to keep sufficient records about staff, families and children in order to operate dependably and lawfully.
- The Service will safeguard the interests of the children and their families and the staff, using procedures to ensure appropriate privacy and confidentiality practice is upheld
- The Approved Provider assists in determining the process, storage place and timeline for storage of records, using the National Regulations as a minimum standard. Ensuring incident, injury, illness or trauma records are stored in a safe and secure place until the child is 25 years of age. In the event of a death of child while being cared for by the service or may have occurred as a result of an incident, these records must be kept until seven years after the death.
- The Service's orientation and induction processes will include the provision of significant information to managers, educators, children and families to comply with National Regulations and Standards.
- The Approved Provider will need to ensure that the record retention procedure meets the requirements of the following government departments:
 - Australian Tax Office (ATO)
 - Family Assistance Office (FAO)
 - Family Assistance Law
 - National Law and Regulations

Managing conflicts of interest

- Conflict of interest, whether actual, potential or perceived, must be declared by all members of the Management Committee/Nominated Supervisor, Senior Staff and managed effectively to ensure integrity.
- Every stakeholder that is in a position of management has a responsibility to ensure their transactions, external business interests and relationships will not cause potential conflicts and to make such disclosures in a timely manner as they arise.
- The following process will be followed to manage any conflicts of interest:
 1. Whenever there is a conflict of interest, the member concerned must notify the Approved Provider about the conflict.

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2. Members with a conflict of interest must not be present during the meeting of the Management Committee or Management meeting where the matter is being discussed or participate in any decisions made on that matter. The member concerned must provide the committee / Licensee with any and all relevant information they possess on the particular matter.
3. The minutes of the meeting must reflect that the conflict of interest was disclosed, and appropriate processes followed to manage the conflict.
4. A Conflict-of-interest disclosure statement must be completed by each member of the Management Committee / Staff member upon his or her appointment and annually thereafter. If the information in this statement changes during the year, the member shall disclose the change to the Approved Provider/ and revise the disclosure statement accordingly.

It is important for the complainant to feel confident in

- Being heard fairly
- An unbiased decision-making process

Should a conflict of interest arise during a grievance or complaints that involves the Approved Provider, the Nominated Supervisor or other Management will be nominated as an alternative mediator.

Our Service may also engage the resources of an Independent Conflict Resolution Service to assist with the mediation of a dispute. We will ensure that throughout the conflict resolution process the Services Code of Conduct must be adhered to.

St Catherine's Early Education Centre will also:

- Take every reasonable precaution to protect children from harm and any hazards likely to cause injury.
- Follow service policies and procedures covering Child Safe Standards, Child Protection, Delivery and Collection of children, Relationships with children, Excursions and complete regular risk assessments and safety checks.
- Respect the rights of all shareholders, children and families.
- Support and encourage the involvement of parents and families
- Advise the regulatory authority of any required notifications including any change to the person designated as the nominated supervision no later than 14 after the change.

Source

Australian Children's Education & Care Quality Authority. (2014).
ACECQA. (2023). Policy and procedure guidelines. [Governance and Management Guidelines](#).
Australian Government. Department of Education. *Child Care Provider Handbook*. (2023).
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>
Early Childhood Australia Code of Ethics. (2016).
Early Learning Association Australia (ELLA) *Employee management and development kit* (2014)
<https://elaa.org.au/resources/free-resources/employee-management-development-kit/>
Education and Care Services National Law Act 2010. (Amended 2023).

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[Education and Care Services National Regulations](#). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Revised National Quality Standard. (2018).
 Work Health and Safety Act 2011 (Cth).

Review

The policy will be reviewed regularly.

The review will be conducted by: Management, Employees, Families, Interested Parties

Date Reviewed	Modifications	Next Policy Review Date
July 2015	Policy implemented	August 2017
August 2017	No Changes made	November 2018
February 2018	Terminology improvements made to support clearer understanding and implementation Updated references to comply with the revised National Quality Standard	November 2019
May 2020	Sources checked for currency Code of conduct information included	June 2022
July 2022	Additional law/regulations added- ACECQA Guidelines to Policy and Procedure document (August 2021) Related policies added Further roles/responsibilities for Approved Provider included Updated references to Child safe standards Sources checked for currency	July 2024
July 2024	New regulation added re: notification to Reg. Authority Sources checked for currency Further responsibilities added for Approved Provider	July 2026