



POLICIES AND PROCEDURES

Governance and Management Policy

Policy Statement:

Time 4 Kindy Pre School & Long Day Care Centre is governed by one Managing Director, whom works at the centre.

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:

Time 4 Kindy Pre School & Long Day Care Centre is the registered business name of the company B D Wish Pty Ltd (ABN 13 13 907 7277). B.D.Wish Pty Ltd is the Approved Provider of the service.

The company has one director, Rebecca Moran.

Rebecca Moran is a qualified early childhood professional with a Diploma of Children's Services, Bachelor of Early Childhood Education. She has been working in the field of education for a period spanning more than 15 years and has owned and operated a children's service since 2010.

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 Directors 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 Directors will also:

- Develop with staff and the community an overall philosophy for the centre and policies and practices in line with that philosophy.

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- Consult with staff and the community on these policies and management decisions and enable staff to implement them in order to maintain quality child care.
- Provide avenues for effective communication between staff and the Directors.
- Employ and support staff in their roles, and ensure the relevant awards and conditions of employment are complied with.
- Encourage training and development of staff in their roles, and
- Facilitate the participation of staff 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 Time 4 Kindy Pre School & Long Day Care 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 Directors 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 Certified Supervisor who has consented to be in day-to-day charge.

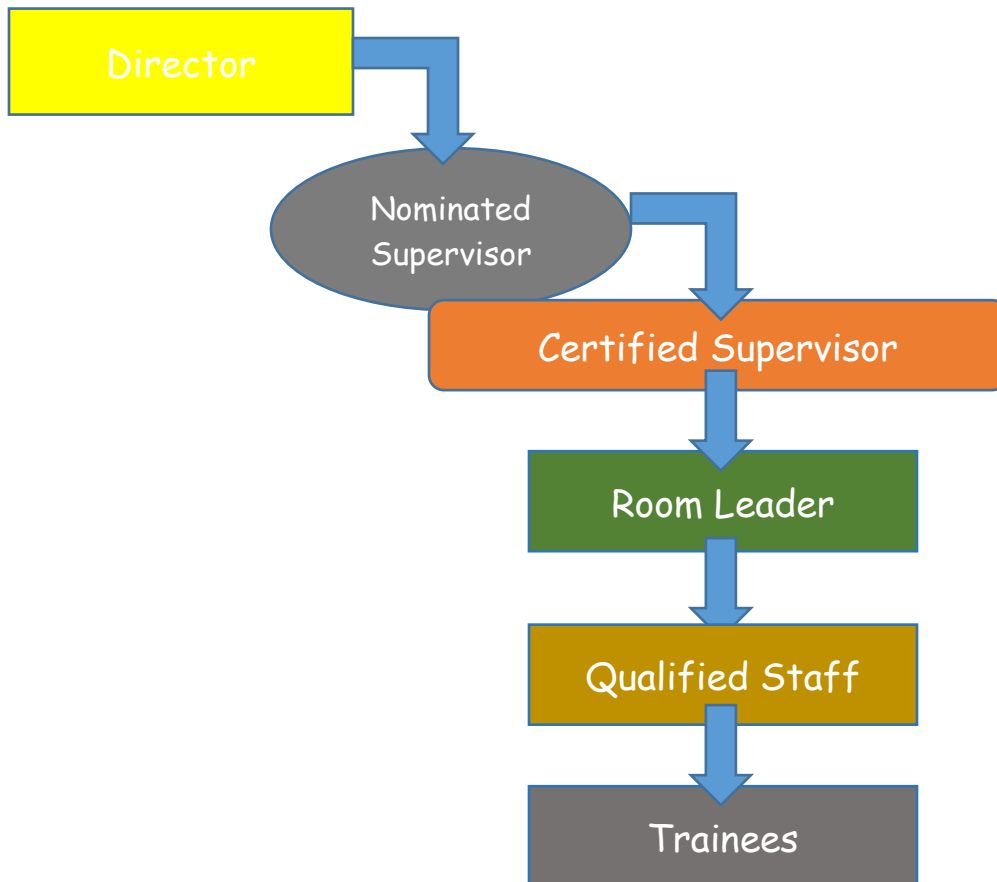
At Time 4 Kindy Pre School & Long Day Care Centre:

1. Rebecca Moran, the Approved Provider, are on the premises, they are the responsible person.
2. If Rebecca is away, then Amy Stephens, the Nominated Supervisor, is the responsible person.
3. If both Rebecca and Amy are away, then the people named as the responsible person on the roster in the front foyer 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.

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



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: March 2016

Policy Review Date: March 2017

Sources:

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011

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