



GOVERNANCE AND MANAGEMENT POLICY

POLICY STATEMENT

Clovelly out of School Care aims to provide a quality education and care service that operates according to all legal requirements and recognised best practice in service management. We ensure there are appropriate governance arrangements in place at all times (Quality Area 7.1.1). There will be ongoing process of review and evaluation and all relevant information will be readily available to stakeholders. For Regulations, the Director is the Approved Provider. The Director as the Approved Provider will ensure that all aspects of governance and management are clearly articulated and complement the service Philosophy. The Approved Provider will ensure that copies of the current policies and procedures required under the National Regulations are always available for inspection at the service.

PRACTICES

Responsibilities

The responsibilities of the Approved Provider that cannot be delegated to any other person or body include:

- ___ Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them.
- ___ Strategic planning – reviewing and approving strategic direction and initiatives.
- ___ Regulatory monitoring – ensuring that the service complies with all relevant laws, regulations and regulatory requirements.
- ___ Financial monitoring – establishing and maintaining systems of financial control, internal control, and performance reporting; reviewing the service's budget; monitoring management and financial performance to ensure the solvency, financial strength and good performance of the service.
- ___ Financial reporting – considering and approving annual financial statements and required reports to government. Organisational structure – setting and maintaining a framework of delegation and internal control.
- ___ Educator selection and monitoring – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the educator. Delegate the functions of the nominated supervisor and other educators.
- ___ Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the service; agreeing or ratifying all policies and decisions on matters which might create significant risk to the service, financial or otherwise.
- ___ Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between management, educators or volunteers.

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, including:

- ___ Developing and implementing organisational strategies and making recommendations to the Approved Provider on significant strategic initiatives.



- Evaluating performance and developing and maintaining succession plans for educators.
- Having input into the annual budget and managing day-to-day operations within the budget.
- Maintaining an effective risk management framework.
- Keeping the Approved Provider and Regulators informed about any developments that may impact on the organisation's performance.
- The service's Nominated Supervisor will be responsible for the service at all times regardless of their attendance at the service.

Philosophy and policies

- The development and review of the Philosophy and policies will be an ongoing process.
- The philosophy will underpin all other documentation and the practices of the service and will reflect the principles of the approved National Quality Framework for school age care 'My Time, Our Place'. There will be a collaborative and consultative process to support the development of the philosophy that will include children, families and educators. The statement of Philosophy will be included in the Quality Improvement Plan for the service.
- Policies and procedures will provide clear documentation that will define agreed and consistent ways of doing things to achieve the stated outcomes.
- The service philosophy and policies will be available for all stakeholders and there will be reference to this in parent and educator handbooks and general service information.

Financial management

- The Approved Provider will be responsible for developing and overseeing the budget of the service and for ensuring that the service operates within a responsible, sustainable financial framework.
- In line with this the Director will conduct a budget planning meeting each year as part of its annual business planning.
- Financial reporting including an income and expenditure statement and balance sheet will be presented to the Director on a regular basis.

Facilities and environment

- The Director will ensure regulations relating to the physical environment required for an OSHC service are always maintained.
- In the event of the relocation of the site the Director will ensure that the requirements of the regulations are considered if and when site re-arrangements are proposed.
- Work, Health and Safety implications will be considered by the Director in relation to educators locking up and leaving the service at the end of the day and risk assessments of the practices will be undertaken.

Equipment and maintenance

- Appropriate equipment and furniture to meet the needs of the children and educators will be well maintained and safe.
- Processes will be in place for routine cleaning of toys and equipment.

Review and evaluation of the service

- Ongoing review and evaluation will underpin the continuing development of the service. The Director will ensure that the evaluation involves all stakeholders, especially families, children and educators.
- The development of a Quality Improvement Plan (QIP) will form part of the review process.
- Reflection on what works well and what aspects of the service need further development will be included in the QIP and discussed at meetings of the management team.

Work, Health and Safety



- Policies and procedures will be in place to address the legal requirements relating to safety in the workplace and this information should underpin any service specific requirements, including grievance/complaints procedures.
- The Nominated Supervisor will report to the COOSC Management Committee on any Work, Health and Safety issues as they arise.
- All committee members will be provided with information to assist them in meeting their obligations under the legislation.

Maintenance of records:

- Regulations outline requirements and include references to records that services must keep, including storage of records.
- The service has a duty to keep adequate records about educators, families and children in order to operate responsibly and legally. The service will protect the interests of the children and their families and the educators using procedures to ensure appropriate privacy and confidentiality.
- The service's orientation and induction processes will include the provision of relevant information to educators, children and families.
- Clear guidelines on who will have access to which records will be given to educators.
- The Approved Provider will need to ensure that the record retention process meets the requirements of the following government departments:
 - o Australian Tax Office. (ATO)
 - o Family Assistance Office. (FAO)
 - o Department of Education and Training (DET)
- In the event of ceasing to operate, the director will identify where the records will be kept and seek professional advice on the winding up of the service.

RELEVANT DOCUMENTS FOR CONSIDERATION

Education and Care Services National Regulations

Version number	Date effective	Description of amendment
5	May 2019	Changes to wording in accordance with the changes to the National Regulations
6	April 2020	Changes to wording
7	May 2022	Changes to wording

Considered and accepted by the Management Committee (representative) – A. Richardson

Considered and accepted by the staff (representative) – Katrina Thomas