



## Governance and Management of the Service Policy.

The governance of a Service is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability. Management are responsible for setting the directions and ensuring that its goals and objectives are met in line with its philosophy, and all legal and regulatory requirements governing the operation are met.

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, including confidentiality of records.

### National Quality Standards (NQS)

Quality Area 7: Leadership and Management	
7.1.	Effective Leadership promotes a positive organisational culture and builds a professional learning community
7.2	There is a commitment to continuous improvement
7.3	Administrative systems enable the effective management of a quality service.

Children (Education and Care Services) National Law	
168	Education and care service must have policies and procedure

## **FOUNDATION OF GOVERNANCE**

The foundation of the governance systems at our Service for which the Licensee is responsible for include:

- The service pursues its stated purpose and remains viable incorporating budget and financial accountability and making best use of the service's resources
- The service manages risks appropriately

## **LEADERSHIP, PLANNING AND OVERSEEING**

Provide leadership, forward planning and direction to the service, particularly in relation to developing a progressive culture of continuous improvement.

### **Accountability and Control**

- Monitor and oversee management ensuring that good management practices and appropriate checks are in place
- Be accountable to all stakeholders of the service
- Maintain focus, integrity and quality of service as stated in the Code of Ethics - Early Childhood Australia and in the Service's philosophy.
- Manage and facilitate any legal responsibilities that may occur

## **LEGAL RESPONSIBILITIES OF NOMINATED SUPERVISOR**

The **NOMINATED SUPERVISOR** is responsible to take all reasonable steps to ensure that the laws and regulations relating to the operation of the service are observed, ensuring that:

- Adequate policies and procedures are in place to comply with the legislative and regulatory requirements placed on the service
- Appropriate systems are in place to monitor compliance
- Reasonable care and skill is exercised in fulfilling the roles as part of the governing body of the service / reasonable care and skill is exercised in fulfilling the role as the Nominated Supervisor of the service
- They act honestly, and with due care and diligence
- They do not improperly use information they have access to, by virtue of being on the Nominated Supervisor and maintain confidentiality at all times

- They do not use their position as Nominated Supervisor for personal gain or put individual interests ahead of responsibilities

#### **GENERAL RESPONSIBILITIES OF THE NOMINATED SUPERVISOR:**

- Developing coherent aims and goals that reflect the interests, values and beliefs of all stakeholders of the Service and the stated aims of the service and have a clear and agreed philosophy which guides business decisions and the work of Management and staff
- 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
- Establishing clearly defined roles and responsibilities for the members of the staff, individually and as a collective - clearly articulate the relationship between all stakeholders
- 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 the actions of and decisions made by the Nominated Supervisor are clear and consistent and will help build confidence in all stakeholders
- Reviewing the Service's budget and monitoring financial performance and management to ensure the service is solvent at all times, and has good financial strength
- Approving annual financial statements and providing required reports to government setting and maintaining appropriate delegations and internal controls
- Appointing staff and monitoring their performance
- Ensuring expertise of families will be recognised and providing the opportunity for them to share in decision making about their child's learning and wellbeing

#### **CONFIDENTIALITY**

The Nominated Supervisor and senior staff and Educators who gain access to confidential, commercially-sensitive information, whether in the course of their work or otherwise, shall not disclose that information to anyone unless the disclosure of such information is required by law

The Nominated Supervisor, senior Staff and Educators will respect the confidentiality of those documents and deliberations at meetings, and will not:

- Disclose to anyone the confidential information acquired by virtue of their position.

- Use any information so acquired for their personal or financial benefit, or for the benefit of any other person
- Permit any unauthorised person to inspect, or have access to any confidential documents or The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Management Committee.

## **ETHICAL PRACTICE**

All major stakeholders of the Service are expected to act in an ethical and respectful manner:

- Colleague's and families, children, members of the community and other stakeholders are to be treated respectfully and professionally at all times
- Those with differing opinions are to be respectfully and mutually considered
- To respect cultural differences and diversity by making every effort to encourage and include all children, families and the greater community of diverse backgrounds in the program and represented within the Service's policies
- To be open and consistent in making decisions and experiences, and if that is not possible, explaining why
- To work 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 be an active contributor to the Service's Quality Improvement Plan
- To disclose conflicts of interest as soon as they arise and effectively managing them
- To recognise the support and operational contributions of others in an appropriate manner
- To assess and minimise the adverse impacts of decisions and activities on the natural environment
- To be aware and act accordingly to the Service's philosophy and the Code of Ethics- Early Childhood Australia and the child safe standards and child protection requirements.

## **MANAGING CONFLICTS OF INTEREST**

Conflicts of interest, whether actual, potential or perceived, must be declared by the Nominated Supervisor, Senior educators and 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 provide 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 Licensee of such conflict, as soon as possible after identifying the conflict

2. The member who is conflicted must not be present during the meeting of the Management meeting where the matter is being discussed, or participate in any decisions made on that matter. The member concerned must provide the 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

**Source**

- Education and Care Services National Regulation / law act
- National Quality Standards
- Corporations Act
- ACECQA
- Human Rights and Equal Opportunities Commission

**Review**

Policy Review Date
May 2018