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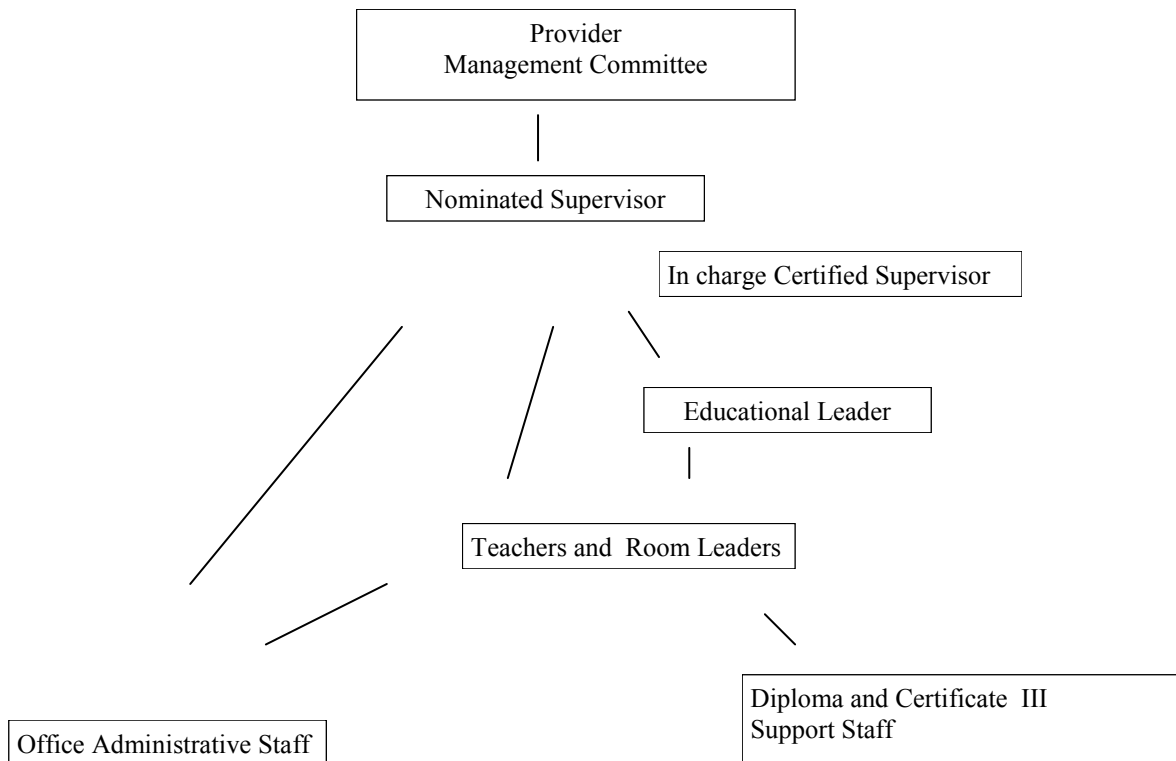
Management & Governance Policy

Reviewed December 2015

Legislation:	Education and Care Services National Regulations 2011 Children (Education and Care Services National Law Application) Bill 2010
Reference:	National Quality Framework Resource Kit 2011

Introduction

BCCC is the approved provider and holds the legal responsibility for operating the Service. BCCC is a community based, non profit organisation, managed by an honorary management committee, comprised of parents elected at the annual general meeting held in February. The Committee appoints a Nominated Supervisor as being in charge of the day to day management of the Service and the Nominated Supervisor meets regularly with the President and reports monthly to the Management Committee. The Nominated Supervisor further delegates roles and responsibilities to relevant staff, including nominating a Certified Supervisor to be in charge of the day to day management when the Nominated Supervisor is not in attendance at the Service and an Educational Leader to supervise the Educational Program. The management structure is outlined below.



Effective Management and Governance ensures positive organisational culture and a functional learning community. Maintenance of effective administrative systems ensure the effective operation of the Service.

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Goals

BCCC aims to have:

- Well documented policies and procedures
- Well-maintained records
- Shared values
- Clear direction
- Clearly communicated roles and responsibilities (staff and committee)
- Reflective practices that inform continuous improvement
- Confidentiality confidence
- Implementation and compliance of relevant legislation
- Administrative systems are established and maintained ensure the effective operation of the service.

Practices

- The Service appoints a suitably qualified and experienced Nominated Supervisor, to oversee the day to day operations of the Service.
- The Service appoints a suitably qualified and experienced Certified Supervisors to be in charge when the Nominated Supervisor is not in attendance at the Service.
- Nominated Supervisor and Certified Supervisors accept the appointment in writing.
- Policies and procedures are developed in consultation with key stake holders and reviewed regularly. Families are notified of major changes to policies and procedures 7 days before they are implemented.
- The service subscribes to Professional Magazines, Newsletters, Emails and Support Networks in ensuring up to date information is readily available
- The service consults with Professional Support Services to ensure optimal outcomes for children, families and staff.
- The Service keeps and maintains records in accordance with requirements of Governing Bodies. . (Refer Records Policy)
- Information relevant to families/staff is displayed at the entrance and in prominent positions around the Service. Other sources of information include regular newsletters families/staff, the Service Noticeboards, and the Service Website.
- New/relief staff and committee are inducted into the Service and provided with information about their roles and responsibilities, confidentiality, code of conduct and policies and procedures. (Refer Staff Policy, and Staff Information Book,
- Staff participate in annual appraisals, where goals are established and recorded for follow up.
- The Services Philosophy and Goals, is developed/reviewed in consultation with key stake holders and guides all aspects of the service curriculum and operation.
- The Service appoints a suitably qualified and experienced Educational Leader to support curriculum development and maintain clear goals and expectations for teaching and learning. (Refer Curriculum Policy)
- Families are inducted to the Service with opportunities to meet with Nominated Supervisor/Staff and to participate in pre-commencement visits. Throughout this time they are given relevant information outlining the Service operation. The Service also holds an annual Welcome Day where families are invited to participate in the daily curriculum including morning tea and group times. On this day tables are set up with information that may be relevant to families and educators display posters and discuss with families the Service. This is held on a Saturday to accommodate working families. (see Enrolment and Orientation policy)
- Educators also create regular opportunities for formal and informal meetings.
- Grievances and Complaints are handled respectfully and in a timely manner. The Grievance and Complaints procedures are communicated in the Parent Information Book, Staff Hand Book and during induction. (Refer Communication and Conflict Resolution Policy)
- The Service has policies and procedures in place to ensure Confidentiality is observed. (refer Confidentiality Policy)

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Practices

- Management ensures that the Service maintains compliance with current Education and Care Services Laws and Regulations. Compliance procedures are regularly reviewed and recorded.
- Regulatory Authorities are notified of any changes to the operation of the Service, of serious incidence and of any complaints which allege a breach of legislation and when immunisable diseases are present in the Service. Illnesses within the Service are displayed at the entrance and in rooms.
- The Service maintains qualified educators and ratios as prescribed by the Education and Care Services National Regulations 2011
- The Service supports Professional Development, providing information as to what training is available and supporting where relevant/possible, cost of course and time to participate.
- Occupational Health and Safety procedures are in place and regularly reviewed to ensure the health and safety of children, staff, families and visitors to the Service (Refer OH&S policy)
- Reflective practices that inform continuous improvement is achieved by management, staff and families participating in Room, Service and Committee Meetings and daily ongoing practices, such as program evaluation.
- Individual educators unique strengths and skills are valued and supported to optimise the curriculum and operation of the Service.
- Educators and Management engage in respectful communication
- The Service has developed an Ongoing Improvement Plan and regularly reviews and updates this in consultation with children, families, educators and community.
- Students and volunteers, are valued and supported by the Service.

National Law

169	Offence relating to staffing arrangements
118	Educational Leader
125-128	Educational Qualifications for Educators
145-152	Staff and educator records—Centre based services
161	Offence to operate Education and Care Service without a Nominated Supervisor
162	Offence to operate Education and Care Service unless responsible person is present
46-54	Supervisor Certificates
55	Quality Improvement Plans
168	Policies and procedures are required in relation to staffing, including a code of conduct for staff members; determining a responsible person present at the Service and the participation of volunteers and students on practicum placements.

National Regulations

168	Education and Care Service must have policies and procedures
172	Notification of change to policies or procedure
173	Prescribed information to be displayed
55	Quality improvement plans
56	Review and revision of quality improvement plan

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National Quality Framework

- 4.1 Staffing arrangements enhance children's learning and development to ensure their safety and wellbeing.
- 4.2 Educators, co-ordinators and staff members are respectful and ethical.
- 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.

Linked Policies

Records Policy

Staff Policy

Curriculum Policy

Communication and Conflict resolution Policy

Confidentiality Policy

Orientation Policy

OH&S Policy

Evaluation and Review

This policy will be reviewed based on regulatory requirements or when the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQF and standards will be considered.

Any changes to this policy will be communicated to families and staff.

