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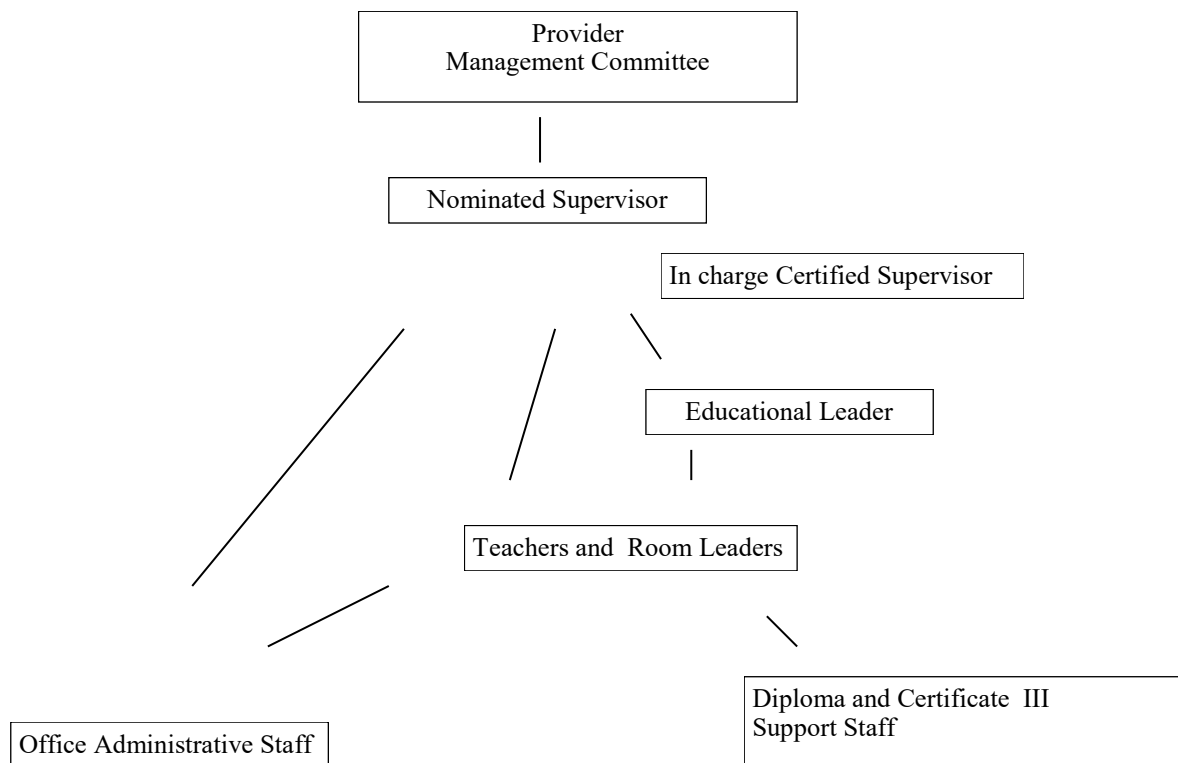
# Management & Governance Policy

Reviewed: December 2018

<b>Legislation:</b>	Education and Care Services National Regulations 2016 Children (Education and Care Services National Law Application) Bill 2010
<b>Reference:</b>	Guide To The National Quality Framework 2018 <a href="http://www.ccsa.org.au">www.ccsa.org.au</a>

## 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 each year. 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. An Educational Leader is also elected 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 (Collaboration, Integrity, Support, Dedication, Respect)
- 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 to ensure the effective operation of the service.

### Practices

- The Service appoints a parent management committee who is responsible for the association.
- 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**

- Managements 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**

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| 169 | Offence relating to staffing arrangements  |
| 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 |

### **National Regulations**

- |         |  |
|---------|--|
| 118     | Educational Leader   |
| 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              |
| 145-152 | Staff and educator records—Centre based services             |
| 125-128 | Educational Qualifications for Educators                     |
| 46-54   | Supervisor Certificates                                      |
| 55      | Quality Improvement Plans                                    |

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### **National Quality Standards**

- 4.1 Staffing arrangements enhance children's learning and development.
- 4.2 Management, educators and staff are collaborative, respectful and ethical.
- 7.1 Governance supports the operation of a quality service.
- 7.2 Effective leadership builds and promotes a positive organisational culture and professional learning community.
- 7.1.2 Systems are in place to manage risk and enable the effective management and operation 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.

## Bangalow Community Children's Centre

The **Management and Governance Policy** has been read, understood and reviewed by:

[illegible]

## Bangalow Community Children's Centre

## Comments on Management and Governance Policy

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