

GOVERNANCE POLICY

1. Purpose:

The purpose of this Policy is to ensure that staff and families are aware of the governance of:

- Little Saints Early learning Centre (the Service) and
- St Andrew's OSHC (the Service)

2. Policy Statement:

Our service will meet its legal and financial obligations by implementing appropriate governance practices that support our aim to provide high quality child care that meets the objectives and principles of the National Quality Framework, the National Quality Standard, the Early Years Learning Framework, My Time Our Place, the Kindergarten Learning Guideline, the Education and Care Services National Law and Regulations.

3. Service Structure:

The Service has the following organisational structure.

3.1 Approved Provider

The Approved Provider is The Corporation of the Synod of the Diocese of Brisbane.

The Nominated Supervisor reports to Rev. Chris Ivey (Principal of St. Andrew's Anglican College) and Mrs. Alicia Brown (Manager of Business Services at St. Andrew's Anglican College) – the employers of St Andrew's Anglican College. Ms. Kerry Frances and Mrs. Sharon Mehan act on behalf of The Corporation of the Synod of the Diocese of Brisbane at Anglican Schools Commission and are the contact people for the Approved Provider. The approved provider has a range of responsibilities prescribed in the Education and Care Services National Law and Regulations, including keeping accurate records and retaining them for specified timeframes.

The Approved Provider is also responsible for:

- ensuring the financial viability of the service
- overseeing control and accountability systems
- supporting the Nominated Supervisor / Responsible Person / Certified Supervisors in their role and providing resources as appropriate for the effective running of the service.

3.2 Nominated Supervisor

The Nominated Supervisor is: Ms. Ola Goryl (M.ECh; B.Teach E.C.; Dip CC & Ed). The Nominated Supervisor is responsible for the day to day management of our service and has a range of responsibilities prescribed in the National Law and Regulations.

3.3 Certified Supervisors

The Service holds a Service Supervisor Certificate and individual supervisor certificates are not required. A person may be a certified supervisor and placed in day to day charge of the centre if they meet one of the requirements listed below and agree to it in writing. All educators who are certified supervisors are marked as such on the roster. Eligibility requirements (one of three):

- at least three years' experience working as an educator in an education and care service or a school
- an approved diploma level education and care qualification
- an approved early childhood teacher qualification

Note. All educators working as lead educators must accept the responsibility of Certified Supervisor.

3.4 Educational Leader

The Educational Leader at St Andrew's Little Saints and OSHC is Ms. Ola Goryl (M.ECh; B.Teach E.C.; Dip CC & Ed).

3.5 Assistant Director

The Assistant Director (2IC) is Rebecca Schollum (B.Ed E.C. Honours; Diploma Children's Services)

3.6 Senior Lead Educator

The Senior Lead Educator (3IC) is Kelly Kennedy

3.6 Lead Educators

The Lead Educators are:

- Dani Bignall
- Jodie Gillman
- Jane Hirst
- Jo Stewart
- Lesley Shaw
- Jen Young
- Elaine Moore
- Lauren Morton

4. Determining the 'Person in Charge'

- The Nominated Supervisor (Ola Goryl) is the Person in Charge.
- If the Nominated Supervisor is not on the premises, the Assistant Director (Rebecca Schollum) assumes the role of Person in Charge.
- If the Assistant Director is not on the premises, the Senior Lead Educator (Kelly Kennedy) assumes the role of Person in Charge.
- If the Senior Lead Educator is not on the premises, Jen Young assumes the role of Person in Charge.
- If the above staff are not on the premises and it is before 12pm, the opening Certified Supervisor is the Person in Charge; if it is after 12pm the closing Certified Supervisor is the Person in Charge.

- In the event that the Nominated Supervisor, Assistant Director and Senior Lead Educator are not in attendance for a whole day, the Person in Charge will be nominated for the day and this will be recorded in the Person in Charge Record.
- The Person in Charge will be recorded each day in a diary specifically for this purpose marked 'Person in Charge Record'. This record will be kept in the Nominated Supervisor's office at Little Saints and OSHC Office in F Block.

5. Commitment to Good Governance

Our service follows the requirements of leadership and governance as set out in the National Quality Standard, including:

5.1 Reporting Relationships

Our reporting relationships are:

- The Nominated Supervisor reports to the Approved Provider.
- The Assistant Director reports to the Nominated Supervisor.
- The Certified Supervisor in day to day charge of the service reports to the Nominated Supervisor.
- Each Lead Educator reports to the Nominated Supervisor.
- The Nominated Supervisor has the authority to communicate information about the work and to direct the activities of the Lead Educator.
- Educators in the room report to Lead Educators, the Assistant Director and Nominated Supervisor.
- All educators working at Little Saints & OSHC will receive an employment contract and position description which outlines responsibilities of their position.

5.2 Governance Approach

Our service will:

- regularly review work processes
- give quick, clear, and direct feedback and instruction that is timely and specific
- avoid under-regulating, over-regulating and unnecessary meetings.

6. Operating Values

The operating values of our Service are:

6.1 Structure the management team to add value.

To comply with these principles to the best of our ability and to ensure we can discuss issues and (potential) changes to policies, procedures or the regulatory environment, we will schedule regular communication between all members of our management team. The management team will ask feedback from families and all staff before changes are implemented.

6.2 Promote ethical and responsible decision-making

Our service will make decisions which are consistent with our policies, our obligations and requirements under the national education and care law and regulations, our approved learning framework (EYLF) and the Code of Ethics (Early Childhood Australia).

6.3 Safeguard integrity in financial reporting

The Finance team at the College will be responsible for financial reporting.

6.4 Make timely and balanced disclosure

Unless there is a risk to the health, safety or wellbeing of a child enrolled at the service, our service will provide at least 14 days notice before making any change to a policy/procedure that may have a significant impact on our provision of education and care or a family's ability to utilise our service, including making any change that will affect the fees charged or the way fees are collected.

Our service will also:

- advise the regulatory authority of any required notifications including any change to the person designated as the Nominated Supervisor no later than 14 days after the change
- develop a Quality Improvement Plan that is completed regularly, available on request and ready for submission to the Regulatory Authority when requested.

6.5 Respect the rights of shareholders, parents, and children

Our service will support and encourage the involvement of parents and families by:

- developing and implementing plans to ensure regular communication with families including advice about events, activities and policy updates
- enabling them to have access and provide input to reviews of policies and procedures
- providing space for private consultations
- providing and displaying a range of information about relevant issues
- ensuring all policies and procedures followed

Our service will respect the rights of children by ensuring:

- the Nominated Supervisor complies with their responsibilities under the national law and regulations
- we follow our policies and procedures including the Interactions with Children Policy, Child Protection Policy and Privacy and Confidentiality Policy.
- our children are provided with the experiences and learning which allows them to develop their identities, wellbeing and social connection.

6.6 Recognise and manage risk

Our service will take every reasonable precaution to protect children from harm and any hazard likely to cause injury. We will follow service policies including those covering Workplace Health and Safety, Child Protection, Excursions and the Delivery and Collection of Children and complete regular risk assessments and safety checks.

7 Measuring Tools:

- Staff and Parent surveys
- Staff Reviews

8 Sources and Further Reading:

- Grievance Procedure for Staff
- Grievance and Complaints Handling Procedure
- Education and Care Services National Regulations 2012
- Education and Care Services National Law 2011
- National Quality Standard

- Early Years Learning Framework
- ECA Code of Ethics

9 **Links to Other Policies:**

- National Quality Framework Policy
- Complaints Policy