

Policy 24

## **Governance and Leadership Policy**

### **Policy Statement**

Wideview Outside School Hours Care Service aims to provide a high-quality Education and Care service that operates according to all legal requirements and recognises best practice in service management. We will ensure there are always appropriate governance arrangements in place. There will be an ongoing process of review and evaluation and all relevant information will be readily available to stakeholders.

The governing document of the organisation will be the constitution and Subcommittee bylaws that deals with the key legal requirements for running the organisation.

For Regulation requirements, the service is run under the P&C and managed by a subcommittee – WOOSHC Parent Management Committee (PMC), the executive positions of the committee agree to be the Approved Providers. The Executive Parent Management Committee as the Approved Provider will ensure that all aspects of governance and management are clearly articulated and complement the service Philosophy. The PMC as Approved Provider will ensure that copies of the current policies and procedures required under Regulation 168 are always available for inspection at the service in accordance with Regulation 171.

### **Links to Education and Care Services National Regulations and National Quality Standard**

QUALITY AREA 7: GOVERNANCE AND LEADERSHIPS		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations, and staff members performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
73	Educational program
74	Record of child assessments or evaluations for delivery of educational program
168	Education and care services must have policies and procedures
177	Prescribed enrolment and other documents to be kept by approved provider
181 -184	Confidentiality of records kept by approved provider

### **Procedure**

#### **1. Responsibilities:**

1.1 Wideview Public School P&C Association and The PMC hold the legal responsibilities for operating WOOSHC. The responsibilities of the Approved Provider that cannot be delegated to any other person or body include:

- Compliance monitoring – ensuring compliance with the objects, purposes, and values of the service, and with its constitution.
- 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.
- Staff selection and monitoring with the Nominated Supervisor – selecting, supporting performance of, rewarding and, if necessary, dismissing staff. Nominating an appropriate Nominated Supervisor and ensuring a Responsible Person is always available on shift.
- 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 committee members, staff, members, or volunteers.
- Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.
- that each child at an Approved Service has access to sufficient furniture, materials, and developmentally appropriate equipment.
- Notifying the Regulatory Authority of any changes
- That the Approved Service must not operate unless there is a Nominated Supervisor.

1.2 **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 as approved by the Approved Provider, including:

- Developing and implementing organisational strategies and making recommendations to the Approved Provider on significant strategic initiatives.
- Adhering to the National Quality Framework and other State and National legislative requirements.
- Responsible for the appointment of staff in consultation with the committee, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff, in accordance to Equal Employment opportunity, that are suitably qualified.
- Having input into the annual budget and managing day-to-day operations within the budget.
- Maintaining an effective risk management framework.
- Ensuring Educators and staff at the service who work with children are aware of the current child protection law in the service’s jurisdiction and understand their obligations under that law.
- Keeping the Approved Provider and Regulators informed about any developments that may impact on the organisation’s performance.
- Accept the appointment and acknowledge the legal responsibilities of the position.
- Nominating Responsible Persons/ Supervisors to take charge of day-to-day operations in their absence.
- Ensuring that educators comply with all policies and receive adequate training and support to work within the policy framework.

## **2. Philosophy and Policies**

- 2.1 The development and review of the philosophy and policies will be an ongoing process.
- 2.2 The philosophy and associated statement of purpose will underpin all other documentation and the practices of the service and will reflect the principles of the approved national 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. The statement of purpose will define how the statement of philosophy will be implemented in the service.
- 2.3 Policies and procedures will provide clear documentation that will define agreed and consistent ways of doing things to achieve the stated outcomes.
- 2.4 The PMC as Approved Provider will ratify the Philosophy and the policies.
- 2.5 All documents will be dated and include nominated review dates.
- 2.6 There will be a comprehensive index for the service policies as it is likely that some policies may address several aspects of operational practice.
- 2.7 The service philosophy and policies will be available for all stakeholders and there will be reference to this in parent and staff handbooks and general service information.

## **3. Financial management**

- 3.1 The Finance Manager in consultation with the Approved Provider and Nominated supervisor 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.
- 3.2 In line with this responsibility the Finance Manager will conduct a budget planning meeting each year as part of annual business planning.
- 3.3 Financial reporting including an income and expenditure statement and balance sheet will be presented to the PMC and forwarded to the P&C on a regular basis and the opportunity provided to ask questions or seek further advice.

## **4. Facilities and environment**

- 4.1 The PMC in consultation with the P&C will ensure regulations 103–115 relating to the physical environment required for an OSHC service are maintained at all times.
- 4.2 In the event of the relocation of the site the Approved Provider will ensure that the requirements of the regulations are considered if and when site re-arrangements are proposed.
- 4.3 Work, Health and Safety implications will be considered by the PMC 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.

## **5. Equipment and maintenance**

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

## **6. Review and evaluation of the service**

- 6.1 Ongoing review and evaluation will underpin the continuing development of the service. The Nominated Supervisor in consultation with the PMC will ensure that the evaluation involves all stakeholders, especially families, children and educators.

6.2 The development of a Quality Improvement Plan (QIP) will form part of the review process.

6.3 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 PMC.

## **7. Confidentiality**

7.1 All members of the PMC will maintain confidentiality. This is addressed in the Confidentiality Policy and agreement that all PMC members sign.

## **8. Maintenance of records**

8.1 Regulation 177 outlines requirements and includes references to records that services must keep. Regulations 183–184 detail storage of records.

8.2 The service has a duty to keep adequate records about staff, families, and children in order to operate responsibly and legally. The service will protect the interests of the children and their families and the staff, using procedures to ensure appropriate privacy and confidentiality.

8.3 The Nominated Supervisor and Approved Provider will determine the process, storage place and timeline for storage of records.

8.4 The service's orientation and induction processes will include the provision of relevant information to educators, children, and families.

8.5 Guidelines on who will have access to records will be available at the service.

8.6 The Approved Provider will need to ensure that the record retention process meets the requirements of the following government departments:

- Australian Tax Office (ATO)
- Family Assistance Office (FAO)
- Department for Education

8.7 In the event of ceasing to operate, the Approved Provider will identify where the records will be kept and seek professional advice on the winding up of the service.

8.8 A list of nominated contacts for Child Care Management System, Australian Taxation office and Superannuation funds, as well as any other accounts, will be maintained. These contacts will be reviewed annually and updated to ensure currency in communication for effective governance.

## **9. Work, Health and Safety**

9.1 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.

9.2 The Nominated Supervisor will report back to the PMC on any Work, Health, and Safety issues as they arise.

9.3 All committee members will be provided with information to assist them in meeting their obligations under the legislation.

## 10. The sub-committee- WOOSHC Parent Management Committee

- 10.1 An Annual General Meeting (AGM) to elect Office Bearers is to be held on a yearly basis.
- 10.2 The Sub-committee is governed by duly constituted by-laws adopted by the P&C.
- 10.3 The roles held for the Sub-committee are: (minimum 5 committee members)
- Chairperson
  - Treasurer
  - Secretary
  - Ordinary Committee members x 2
- 10.4 The Committee are approachable and welcome input in respect to the running of WOOSHC.
- 10.5 For information relating to the Sub-committee, attending meetings or questions you may have, please leave your name, and telephone number at WOOSHC.
- 10.6 A list of current committee members is on display in the WOOSHC building.
- 10.7 The PMC is elected annually at the AGM.

### Sources, further reading and useful websites

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- Australian Children’s Education & Care Quality Authority. (2014).
- My Time, Our Place: Framework for School Age Care in Australia (2011).
- National Law: Sections 166–167, 173,174
- National Regulations: Regulations 84, 103,105,168, 174,175
- WOOSHC philosophy.

### Policy review information –

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The Service encourages staff and parents to be actively involved in the annual review of each of its Policies and Procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service’s commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Review Date	Date completed	By Whom	Collaborated	Comment
Aug 2020	Aug 2020	Brandi (Manager)	Staff Committee Parents	
Sep 2021	14 Sep 2021	Brandi (Manager)		
May 2022	6 <sup>th</sup> May 2022	Brandi (Manager)		
April 2023	1 <sup>st</sup> May 2023	Brandi (Manager)		