

Document Name	Document Version Number	Review Date
Governance and Management of the Service Policy - FDC	1.0.2	December 2024
Date Adopted	Minute Number	Status
1 December 2021	6081	Revised

Purpose

Greater Hume Children Services is managed by Greater Hume Shire Council which ensures appropriate governance arrangements are in place in respect of financial management, regulatory legislative compliance, human resource management policy development and adoption. We follow The Education and Care Services National Regulations and Quality Practices relating to governance and management that align with the National Quality Area 7 Governance and Leadership.

Scope

Approved Provider, Nominated Supervisor, Early Childhood Educators, service coordination staff casual staff, relief educators, children and families

Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Governance: Refers to the systems in place to support effective management and operation of the service, consistent with the service's statement of philosophy. Good governance requires effective management systems and clearly delineated roles and responsibilities to support the effective operation of a quality service.

Management System: A system to manage organisational risks and enable the effective management and operation of a quality service.

Privacy Act 1998: Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable. The Privacy Act 1988 protects personal information collected for inclusion in a record or publication.

Policy Content

Greater Hume Children Services will ensure that:

- i. Ensure that obligations under the Education and Care Services National Law and National Regulations are met, as well as all other laws relevant to governance and management of the service
- ii. Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators, staff, Students volunteers and families, and available for inspection
- iii. Ensure that records are kept confidential and not divulged except as permitted under regulations 181 /182 Confidentiality and storage of records
- iv. Administrative systems are reviewed, established and maintained to ensure the successful operation of the service.
- v. Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements. Following the Privacy Act
- vi. The regulatory authority is notified of any relevant changes to the operation of the service, of serious incidents and of any complaints which allege a breach of legislation. Ensuring that all

notification and reporting requirements are met regarding the National Quality Framework and other relevant laws.

- vii. Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.
- viii. Service practices are based on regulatory and legislative requirements and policies and procedures are available at the service and reviewed regularly

Links to Policy

Assessment Approval Policy

Child Safe Environment Policy

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at Family Day Care Residences Policy

Health and Safety Policy

Fees Policy

Monitoring Support and Supervision of Family Day Care Educators Policy

Staffing Policy

Links to Procedure

Payment of Fees Office Procedure

Payment of Fees Educator Procedure

Incident Injury Trauma and Illness Office Procedure

Incident Injury Trauma and Illness Educator Procedure

Enrolment and Orientation Office Procedure

Excursion and Transportation of Children Procedure

Dealing with Medical Conditions Procedure

Child Safe Environment Procedure

Keeping a Register of Educators and Staff including Items to be Kept Current Procedure

Assessment Approval and Reassessment of Residences and Venues

Monitoring and Support of Educators Procedure Including Educator Breaches and Non-compliance

Child safe environment Office Procedure

Child safe environment Educator Procedure

Nutrition Food and Beverages and Dietary Requirements Procedure

Water Safety Procedure

Sun Safety Procedure

Links to Forms

Enrolment Form

Annual Offer of Registration

Household Members Responsibilities and Agreement

Medical Declaration for Child Care Educators

Home Residence or Venue Safety Audit

References

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2016

Australian Children's Education and Care Quality Authority (2011). National Quality Standards

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Framework

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Standard

National Health and Medical Research Council. (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (5th Ed.)

NSW: Office of the Children's Guardian: <https://www.ocg.nsw.gov.au/>

Working with Children Check Victoria : <https://www.workingwithchildren.vic.gov.au/>

Responsibility

Service Manager

Document Author

Service Manager

Relevant Legislation

Education and Care Services National Regulation
2016 Education and Care Services National Law Act
2010 Local Government Act 1993.
Privacy Act 1998

Associated Records

Nil