

# Early Childhood Services & Outside School Hours Care Policy Document

Governance & Management			
<b>Policy Hierarchy link</b>		Education and Care Services National Law Act 2010 Education and Care Services National Regulations 2011 National Quality Standard: Quality Area 7: Leadership and Service Management - Standard 7.3 NSW Association Incorporation Act 2009	
Version	Authorised by	Effective Date	Revision Date
3	SCECS Management	September 2025	September 2028

## 1. BACKGROUND

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Our education and care service recognises the importance of having a framework of rules, relationships, systems and processes within, and by which authority is exercised and controlled in the organisation. We view good governance and management as essential to our provision of quality education and care.

## 2. POLICY STATEMENT

SCECS is committed to ensuring good governance and accountability to its stakeholders by:

- Conducting our affairs legally, ethically and with integrity, ensuring compliance with all funding, regulatory and legislative requirements placed on the organisation.
- Remaining solvent and comply with all our financial obligations.
- Identifying organisational risks and legal obligations and manage these.
- Ensuring mechanisms are in place for fair and transparent governance.

## 3. HOW THE POLICY WILL BE IMPLEMENTED

### ROLES AND RESPONSIBILITIES

### **3.1 Management**

The management of our education and care service is overseen by the Executive Team. The Executive Team is accountable to the Board for the performance of the organisation.

### **3.2 Executive Team Role**

The Executive Team has overall responsibility for the sustainability and relevance of the service. The Board will direct its activities towards achieving the organisation's goals and implementing the organisation's Strategic Plan by guiding and monitoring the organisation's business and affairs in line with the objectives as set out in the organisation's charter and in line with the organisation's philosophy.

In carrying out its responsibilities, the Executive Team undertakes to maximise the value and contribution of the organisation to the community, and to serve the interests of the organisation's employees and families and children using the service. In serving these interests there is an implicit understanding that the rights of the child are paramount in all decision making.

The CEO is the employer of all staff of the organisation and is responsible for the management and control of the organisation as the Approved Provider of education and care under the *Children Education and Care Services National Law 2010* and the *Education and Care Services National Regulations 2011*.

It is the responsibility of the Approved Provider to ensure that all reporting obligations are met pertaining to Regulation 174, 175 and 176.

### **3.3 Policies**

The Executive Team will:

- Ensure that a comprehensive set of policies are in place as required under Education and care Service Regulations and other Regulations and laws that the service must comply with;
- Ensure that these policies comply with relevant legislation; and
- Update these policies on a regular basis.

### **3.4 Compliance**

The Executive Team will:

- Ensure that mechanisms are in place such as compliance tools and a compliance calendar to assist them to assess that the organisation's policies are implemented;

## Compliance with Education and Care Services National Regulations:

- Ensure that there is a record of service's compliance which must include:
  - Details of any amendments/suspensions of the service approval made by the Regulatory Authority including the reason, date of effect and date of cessation
  - Details of any compliance direction or compliance notice issued with respect to the service including the reason, the steps specified in the direction or notice and the date by which the steps must be taken
- Prescribed information is displayed as per regulation 173
  - Approved Provider name, number and any conditions
  - Service Approval name, number and any conditions
  - Name of each Nominated Supervisor
  - Current rating of the service
  - Details of waivers
  - Hours and days of operation
  - Name and contact information for the person to whom complaints may be addressed
  - The Responsible Person
  - The Educational Leader
  - Contact details of the Regulatory Authority
  - If applicable: A notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
- Reporting obligations to the Regulatory Authority are met according to Regulations 174, 175 and 176
- Ensure that evidence is kept of the current prescribed insurance at the premises.

### **3.5 Governance**

The Executive together with the Board advises the strategic direction and monitors performance of the organisation. The Board will provide effective governance to ensure excellent overall management of the organisation's business and financial objectives.

In addition, the Executive Team may delegate any of their powers (with the exception of the power of delegation and responsibilities as Approved Provider) to a director, an employee or any other person.

The Executive Team delegates the responsibility of implementing the strategic plan and day-to-day management of the organisation to the service's Director/ Co-ordinator/Manager.

In discharging its powers, each Director member will be bound by the Corporations Act and all policies of the organisation.

The Executive Team's authority includes:

- Overseeing the organisation including its control and accountability systems;
- Appointing and removing the Director/ Coordinator/Manager;
- Ratifying the appointment of all staff members;
- Developing organisational strategy and performance objectives;
- Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance.
- Developing an organisational structure to meet all reporting obligations including those as per Sections 173 and 174 of the *Children Education and Care Services National Law 2010*, the Office of the Children Guardian and the Department of Community and Justice.
- Monitoring the Director's/Coordinator's /Manager's performance and implementation of strategy;
- Approving and monitoring financial and other reporting;
- Authorising appropriate delegations within the organisation;
- Ensuring appropriate resources are available to carry out the organisation's functions; and
- Approving and monitoring the progress of major capital expenditure.

### **3.6 Risk Management**

The Executive Team will:

- Maintain a Risk Management Register and develop appropriate controls to manage identified risks.
- Regularly report to the Board any matters that could pose a risk to the organisation with the view to being transparent and accountable,
- Demonstrate achievement of this through accessible meeting minutes and self-assessments.

## **4. RESOURCES/REFERENCES**

Community Early Learning Australia - <https://www.cela.org.au/>

## **5. MONITORING, EVALUATION AND REVIEW**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of gaps, the service will review this policy every three years.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled in the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

The authorisation and amendment history for this document must be listed in the

following table:

Version	Authorised by	Approval date	Effective Date	Sections modified
1	SCECS Management	MAR22	MAR22	Scheduled review
2	SCECS Management	APR25	APR25	Reporting obligations under s173/174 added
3	COO	SEP25	SEP25	Detail added: <ul style="list-style-type: none"><li>• Record of compliance</li><li>• Prescribed info to be displayed</li><li>• Notify the regulator as per r174,175,176</li><li>• Insurance details kept</li></ul>