BOOSH
Beecroft Out Of School Hours

Governance and Management

Policy Statement

The BOOSH Centre provides a quality education and care service and operates according to all legal requirements and recognised best practice in service management.

Our service ensures we meet a wide range of requirements and quality processes, procedures and practices for governance and management such as systems of risk management; space, equipment and facilities; notifications and reporting; the self-assessment and quality improvement process; and confidentiality of records.

Background

The Education and Care Services National Regulations require policies and procedures to be in place in relation to effective governance and management. It is through good governance and management that the effective functioning of the service can be ensured across all seven quality areas, enabling quality outcomes for children and their families.

Legislative Requirements

This policy is consistent with the legislative requirements detailed in, but not limited to, the following *Education and Care Services National Law* and *Regulations:*

Section 13	Matters to be taken into account in assessing whether fit and proper person
Section 14	Regulatory Authority may seek further information
Section 21	Reassessment of fitness and propriety
Section 51	Conditions on service approval
Section 162	Offence to operate education and care service unless responsible person is present
Section 172	Offence to fail to display prescribed information
Section 173	Offence to fail to notify certain circumstances to Regulatory Authority
Section 174	Offence to fail to notify certain information to Regulatory Authority
Section 175	Offence relating to requirement to keep enrolment and other documents
Section 188	Offence to engage person to whom prohibition notice applies
Regulation 29	Condition on service approval - insurance

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Regulation 31	Condition on service approval - quality improvement plan
Regulation 55	Quality improvement plans
Regulation 56	Review and revision of quality improvement plans
Regulation 84	Awareness of child protection law
Regulation 104	Fencing
Regulation 106	Laundry and hygiene facilities
Regulation 107	Space requirements - indoor space
Regulation 108	Space requirements - outdoor space
Regulation 109	Toilet and hygiene facilities
Regulation 110	Ventilation and natural light
Regulation 117	Glass
Regulation 117B	Minimum requirements for a person in day-to-day charge
Regulation 157	Access for parents
Regulation 158	Children's attendance record to be kept by approved provider
Regulation 160	Child enrolment records to be kept by approved provider and family day care educator
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 165	Record of visitors
Regulation 167	Record of service's compliance
Regulation 168	Education and care services must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 173	Prescribed information to be displayed

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Regulation 174	Time to notify certain circumstances to Regulatory Authority
Regulation 174A	Prescribed information to accompany notice
Regulation 175	Prescribed information to be notified to Regulatory Authority
Regulation 176	Time to notify certain information to Regulatory Authority
Regulation 177	prescribed enrolment and other documents to be kept by approved provider
Regulation 180	Evidence of prescribed insurance
Regulation 181	Confidentiality of records kept by approved provider
Regulation 183	Storage of records and other documents
Regulation 184	Storage of records after service approval transferred
Regulation 185	Law and regulations to be available

National Quality Standard - Elements used to inform our policy

4.2.1 - Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills

4.2.2 - Professional standards guide practice, interactions and relationships.

7.1.1 Service philosophy and purpose A statement of philosophy guides all aspects of the service's operations.

–Systems are in place to manage risk and enable the effective management and operation of a quality service.

7.1.3 - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

7.2.1 There is an effective self-assessment and quality improvement process in place.

Links to other policies

- Acceptance and refusal of authorisations
- Administration of first aid
- Confidentiality
- Dealing with complaints
- Dealing with infectious disease
- Dealing with medical conditions
- Delivery and collection of children

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- Emergency and evacuation
- Enrolment and orientation
- Excursions
- Interactions with children
- Nutrition, food and beverages, dietary requirements
- Incident, injury, illness and trauma
- Fees
- Providing a child safe environment
- Safe transportation of children
- Sleep and rest for children
- Staffing
- Sun protection
- Water safety

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