BOOSH
Beecroft Out Of School Hours

Governance and Management

Responsibilities

The Approved Provider will:

- ensure that obligations under the *Education and Care Services National Law* and *National Regulations* are met. (in particular sections and regulations listed below}, as well as all other laws relevant to governance and management of the service
- display the prescribed information: *section 172, regulation 173*
- provide information to the regulatory authority upon request in relation to being a fit and proper person: *sections 13, 14, 21*
- ensure that the service is insured and keep evidence of this: *section 51, regulations 29, 180*
- ensure that the number of children at the service does not exceed the maximum in the service approval: *section 51*
- ensure that the family of a child at the service is allowed to enter the premises: *regulation 157*
- adopt quality governance and management processes, procedures and practices, in line with the *National Quality Standard,* in particular the elements listed in *Quality Area 7 - Governance and Leadership*
- establish systems of risk management, financial and internal control, and performance reporting. Monitor management and financial performance to ensure the solvency, financial strength and good performance of the service
- develop, review and approve the service philosophy and purpose, strategic direction and initiatives
- take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the *Governance and Management policy* and *procedures*
- ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators, staff, volunteers and families, and available for inspection
- notify families at least 14 days before changing the policy or procedures if the changes will:
    - affect the fees charged or the way they are collected or
    - significantly impact the service's education and care of children or
    - significantly impact the family's ability to utilise the service.
- ensure there is an effective self-assessment and quality improvement process in place, including a QIP that is kept at the premises and is made available for inspection and to families on request : *regulations 31, 55*
- ensure that the QIP is reviewed at least annually: *regulation 56*
- ensure that children's educational and developmental needs are met in line with the *National Quality Standard,* in particular the elements listed in *Quality Area 1 - Educational Program and Practice*

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- ensure that requirements relating to the nominated supervisor and responsible person are met, including implementing the Staffing policy and procedures: *section 162, regulation 117*

The **Nominated Supervisor** is responsible for the day-to-day management of the service and will ensure that regulatory and statutory obligations are met in relation to governance and management. They will address key management and operational issues such as, but not limited to:

- Developing and implementing organisational strategies and making recommendations to the Approved Provider on significant strategic initiatives;
- Making recommendations for the appointment of employees, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for employees;
- Having input into the annual budget and managing day-to-day operations within the budget;
- Maintaining an effective risk management framework.
- Keeping the Approved Provider and Regulators informed about any developments that may impact on the organisation's performance.

Procedures

Ongoing review and evaluation

- Ongoing review and evaluation will underpin the continuing development of the service. The Approved Provider will ensure that the evaluation involves all stakeholders, especially families, children and educators.
- The development and review of the centre philosophy and values and will be an ongoing process.
- Policies and procedures will provide clear documentation that will define agreed and consistent ways of achieving the stated outcomes.
- The Convenor as representative of the Approved Provider will ratify the policies. All documents will be dated and include nominated review dates.
- The service philosophy and policies will be available for all stakeholders to view at the service and there will be reference to this in parent and staff handbooks and general service information.
- A system of regular performance review, individual learning and development plans for educators, staff and co-ordinators. Performance planning and review ensures that the knowledge, skills and practices of educators and other staff members are current, and that areas requiring further development are addressed.

Financial management

Please refer to The BOOSH Centre *Financial Management Policy* and *Procedure* documents.

Facilities and environment

Please refer to The BOOSH Centre *Providing a Child Safe Environment Policy* and *Procedure* documents.

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Equipment and maintenance
Please refer to The BOOSH Centre *Providing a Child Safe Environment Policy* and *Procedure* documents.

Maintenance of Records and Confidentiality
Please refer to The BOOSH Centre *Confidentiality Policy* and *Procedure* documents.

Work, Health and Safety

Please refer to The BOOSH Centre *Work, Health and Safety Policy* and *Procedure* documents.

Educators and Staff

Please refer to The BOOSH Centre *Staffing Policy* and *Procedure* documents.

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