



St Michael's Collegiate

*Set for life*

Subject: <b>ELC GOVERNANCE AND MANAGEMENT OF THE SERVICE POLICY</b>	Policy No: ELC 03 – Version 1
	Effective: June 2016
	Revised: N/A
Covers: <b>COLLEGIATE ELC</b>	Review Date: November 2017

## **Governance and Management of the Service**

### **Policy**

Collegiate Early Learning Centre (ELC) will ensure that appropriate governance arrangements are in place to effectively manage the service; including the storage and confidentiality of records.

### **Procedure**

The governance structure<sup>1</sup> and administrative systems of Collegiate ELC will support the effective management and operation of the service. Records and information will be stored appropriately to ensure confidentiality and be maintained in accordance with legislative requirements. Records will be only available to those who are approved to access them.

To contribute to the ethical management of the service, the practices of Collegiate ELC will be based on effectively documented and regularly reviewed policies and procedures, which will be readily available at the service. The Collegiate ELC philosophical statement will guide all aspects of the service's operations.

A structured induction of educators, co-ordinators, staff members, will be conducted; with every effort made to promote the continuity of educators and co-ordinators at the service. Staff will be actively involved in the design and implement of individual performance reviews, supporting a culture of professional learning within Collegiate ELC.

A suitably qualified and experienced educator or coordinator will lead the development of the curriculum (educational leader) to ensure the establishment of clear goals and expectations for teaching and learning for the service. The designation of the educational leader will be made in writing and be displayed at the service.

In line with the Collegiate ELC *Staffing Policy and Procedure*, a responsible person will be present at all times that the service is educating and caring for children.

Collegiate ELC will notify the Education and Care Unit, Department of Education (the Regulatory Authority), of any serious incidents and any complaints<sup>2</sup> which allege a breach of legislation within 24 hours and any relevant changes to the operation of the service in line with Section 59 of the National Law or in any other circumstances, within 7 days.

### **Relevant Policies and Procedures**

- St Michael's Collegiate Privacy Policy
- Complaints and Grievance Policy and Procedure
- Fee Policy and Procedure
- Staffing Policy and Procedure

### **Sources**

*Education and Care Service National Law* section 59, 173 - 175

*Education and Care Service National Regulations* (168, 174 -176, 177, 181, 183 – 185)

National Quality Standard (7)

## **Review due November 2017**

The governance structure<sup>1</sup> of Collegiate ELC (The Christ College Trust trading as St Michael's Collegiate School):

- Manager St Michael's Collegiate ELC
- Chief Operating Officer (COO)
- Principal
- Board of Management

A complaint<sup>2</sup> is an incident that indicates a real and serious or immediate risk to the health, safety or wellbeing of a child or children (p 369 *Operational Policy Manual for Regulatory Authorities 2013*)