



Subject: <b>GOVERNANCE AND MANAGEMENT POLICY</b>	Policy No: ELC 03 – Version 2
Covers: <b>COLLEGIATE ELC, OSHC AND KINDERGARTEN</b>	Effective: December 2018
	Revised: November 2018
	Review Date: December 2020

## **Governance and Management**

### **Policy**

Collegiate Early Learning (ELC), Outside School Hours Care (OSHC) and St Michael's Collegiate Kindergarten will ensure that appropriate governance arrangements are in place to effectively manage the service; including the storage and confidentiality of records.

“Effective leadership contributes to sustained quality relationships and environments that facilitate children's learning and development.

Well documented policies and practices that are developed and regularly evaluated in partnership with educators, co-ordinators, staff members and families contribute to the ethical management of the service.” (Quality Area 7 – Governance and Leadership).

Effective governance and leadership actively supports a focus on continuous improvement and the operation of a quality service.

### **Procedure**

#### **Statement of Philosophy**

A clear statement of philosophy will be developed and maintained by Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten.

A philosophy is a written statement that outlines the principles under which the service operates and guides all aspects of the service's operations. A philosophy underpins the decisions, policies and daily practices of the approved provider, nominated supervisor, teachers, educators, co-ordinators and staff members and assists in planning, implementing and evaluating quality experiences for children. A philosophy reflects a shared understanding of the role of the service with children, families and the wider community.

The Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten statement of philosophy will be readily available to teachers, educators, co-ordinators, staff members, children and families through a variety of avenues (e.g. Parent Portal, Directions Handbook, email, display).

The philosophy of Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten may reflect the principles of the National Quality Framework, including the Early Years Learning Framework and/or the Framework for School Age Care (or other approved learning frameworks) and:

- Their connection to families and communities;
- The role of the teacher and educator;

- Image of the child;
- Their connection to the environment;
- The program (curriculum) and practice.

Nominated supervisors, teachers, educators, co-ordinators, staff members, children and families will be encouraged to be meaningfully involved in the development and review of the statement of philosophy. The statement of philosophy will be reviewed on an annual basis to holistically reflect the children, families, teachers and educators of Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten.

### **Quality Improvement**

Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten will implement and maintain processes and practices that support and embed effective self-assessment and continuous quality improvement.

The quality improvement practices of Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten will be clearly documented to demonstrate the service's:

- Strengths;
- Areas for continued and forward focus;
- Reflect the National Quality Standard; and
- The ideas, culture, abilities, interests and current knowledge of the children, families, teachers, educators, the wider school community and other relevant stakeholders.

### **Governance and Administrative Systems**

The governance structure<sup>1</sup> and administrative systems of Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten will be based on promoting and protecting integrity, respect (including respectful and reciprocal relationships) and professional practice to support the effective management and operation of the service.

Systems will be implemented and maintained to manage any identified risks and enable the effective management and operation of a quality service.

Records and information will be stored appropriately to ensure confidentiality and be maintained in accordance with legislative requirements. This may include but is not limited to, being stored (as applicable):

- Securely;
- Confidentially;
- In line with the Australian Privacy Principles; and
- For the specified timeframes (regulation 183).

Records will only be available, divulged or communicated, either directly or indirectly, to those who are approved to access them (regulation 181).

To contribute to the ethical management of the service, the practices of Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten will be based on effectively documented and regularly reviewed policies and procedures, which will be readily accessible to nominated supervisors, staff members, families and volunteers of the service.

A structured induction process will be conducted to ensure teachers, educators, co-ordinators, staff members, volunteers and students on practicum placement hold a clear understanding of their role, responsibilities, guiding documents and practise. This will be further supported through the provision of a supportive environment that encourages and inspires open and respectful communication, transparent and professional practices and ethical engagements.

Every effort will be made to promote and sustain the continuity of teachers, educators and co-ordinators of the service.

### **Professional Development Reviews**

Teachers, educators', co-ordinators' and staff members (including Human Resources) will be actively involved in the design and implementation of individual performance reviews.

Professional development reviews will be conducted throughout the induction and probation period and at least annually for staff members (full time, part time and casual).

All staff will be given the opportunity to critically reflect and feedback on their practice, professional strengths, interests and goals (and that of the service). Professional development reviews will be used to evaluate practice, both individually and at a service level and support a culture of professional and continual learning and development (including reviewing and informing the Quality Improvement Plan).

### **Educational Leader and Staffing**

A suitably qualified and experienced teacher, educator or coordinator will lead the development of the curriculum (educational leader). The educational leader(s) will be supported to lead the development and implementation of the educational program and assessment and planning cycle (Quality Area 1). Educational leaders support teachers and educators to develop the curriculum and reflect on their practice; identifying opportunities for improvement and extension. Educational leaders also assist teachers and educators in identifying areas for ongoing learning and professional development.

The designation of the educational leader must be made and accepted in writing.

The name of the educational leader must be displayed at the service.

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

### **Notifications**

Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten will notify the Education and Care Unit, Department of Education (the Regulatory Authority), of the death of a child, any serious incidents (regulation 12) and any complaints<sup>2</sup> which allege a breach of legislation (or any other circumstances outlined in legislation) within 24 hours and any relevant changes to the operation of the service in line with section 59 of the *Education and Care Services National Law* or in any other circumstances, within 7 days.

Notifications can be made via the NQAITS.

Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten must ensure that a nominated supervisor is notified of any above incident within 24 hours of the event.

## Relevant Policies and Procedures

- Complaints and Grievance Policy and Procedure
- Fee Policy and Procedure
- Staffing Policy and Procedure

## Sources

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- Australian Privacy Principles

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

- Educators and Support Staff
- OSHC Co-ordinator
- Manager St Michael's Collegiate ELC/OSHC and Kindergarten Teaching Staff
- Head of Junior School
- 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*).