

Governance and Management of the Service Policy

Introduction

Learning Links Preschool offers a caring and safe environment, and an engaging program that supports the children in our care in their learning and development.

Learning Links views good governance and management as essential to the provision of quality education and care. Our education and care service recognise the importance of having a framework of rules, defined relationships, and systems where authority is exercised to manage and control the environment.

This policy outlines how Learning Links provides effective leadership and management of our Preschool program to deliver a high-quality education and care service for children and their families.

Policy

Learning Links is committed to ensuring good governance and accountability to its stakeholders by ensuring that:

- All roles and accountabilities within the Preschool are clearly defined and communicated to all staff.
 - The service is administered in a way that provides a safe and nurturing environment for the children in our care.
 - We employ fit and proper staff with the required skill, qualifications and training, and employment verification checks including Police Record check, a current NSW Working with Children Check, a current First Aid Certificate including CPR, asthma and anaphylaxis, and evidence of their Right to Work in Australia with appropriate Working Visa or citizenship.
 - Mechanisms are in place for fair and transparent governance.
 - The management of our education and care service is reflected in Learning Links' Organisation Chart.
 - We maintain communication with state and federal government departments as required.
 - We conduct our service legally, ethically and with integrity.
 - We adhere to all legislation and governing frameworks and ensure compliance with all regulatory and legislative requirements.
 - The service has a Risk Register in place and a Risk Management Plan that covers potential risk to the service and organisation.
 - We are solvent and comply with all financial obligations.
 - We account for all revenue and expenditure.
-

Eligibility

This policy applies to the Learning Links Board, Management, Preschool staff and Learning Links' staff supporting the Preschool program. The term staff includes students, volunteers, and contractors.

Responsible

Responsibilities for the policy are:

Person	Responsible for:
Learning Links Board	<ul style="list-style-type: none"> • Being accountable for the performance and sustainability of the organisation, and the relevance of the service. • Achieving organisational goals and implementing Learning Links Strategic Plan by guiding and monitoring the organisation's business as set out in Learning Links' Constitution, and in line with the Vision and Mission of the organisation. • Maximising the value and contribution of Learning Links to the community, and serving the interests of Learning Link's members, employees and families and children accessing our services. • Ensuring that Learning Links' Constitution is adhered to at all times and reviewed at least every three years. • Ensuring that each new member of the Board is provided with a copy of Learning Links' Constitution and Strategic Plan on their appointment to the Board. • Developing organisational strategy and performance objectives. • Authorising appropriate delegations within Learning Links. • Ensuring appropriate resources are available to carry out Learning Links' functions. • Approving and monitoring the progress of major capital expenditure. • Being committed to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as Board members. • Demonstrating loyalty to the interests of Learning Links when acting as a Board member. • Avoiding conflicts of interest with respect to their role. • Respecting confidentiality appropriate to issues of a sensitive nature.
General Manager - Early Education & Care	<ul style="list-style-type: none"> • The Licensee representative to support the effective operation of the service. • Overseeing the management of Learning Links Children's Services. • Being the Approved Provider representative. • Ensuring that a comprehensive set of policies is in place as required under Education and Care Service Regulations and other Regulations and laws that the service must comply with. • Ensuring that these policies comply with relevant legislation. • Updating Policies on a regular basis. • Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance. • Ensuring 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. • Appointing the Preschool Manager and monitoring the Manager's performance and implementation of strategy. • Ratifying the appointment of all staff members. • Approving and monitoring financial and other reporting.

Preschool Manager / Nominated Supervisor	<ul style="list-style-type: none"> • Implementing the Learning Links Strategic Plan as relevant to the program and daily management of the Preschool. • Oversee the implementation of service policies and procedures and their regular review inclusive of perspectives of all stakeholders. • Oversee the day to day operation of the program. • Overseeing the development and implementation of the annual Quality Improvement Plan for the service. • Reporting to relevant government departments and supervising and managing service staff and meeting legislative requirements. • Planning professional development and mentoring for Educators. • Leading the development of the educational programs in the service in collaboration with the Educational Leader. • Supporting and guiding Educators to comply with legislation. • Ensuring that identified regulatory documentation is completed, maintained, and stored as required.
Educators & Preschool Staff	<ul style="list-style-type: none"> • Operating the service on a day to day basis in accordance with the National Quality Framework. • Implementation of service policies and procedures in daily practice. • Managing the enrolment, induction, orientation and ongoing service provision to children and families. • Programing activities and experiences appropriate to the children's needs. • Ensuring that parents and families complete daily sign-in and sign-out procedures.

Qualification Requirements

Qualifications requirements for preschool educator positions are as follows:

Role	Qualification requirement
Preschool Manager/Nominated Supervisor	Degree in Early Childhood Education or equivalent qualification and experience in Education and Care Services.
Educational Leader	Degree or Diploma in Early Childhood Education or equivalent qualifications and experience in Education and Care Services
Administrative Staff	TAFE Certificate in Office Administration or equivalent.
Educators	Degree, Diploma or Certificate III in Early Childhood Education or equivalent qualifications and experience in Education and Care Services. In addition: First Aid Certificate, Asthma & Anaphylaxis Certificate, Child Protection; and other suitable qualifications relevant to education and care of children and experience working with children.

Licensing

- The NSW Department of Education is responsible for issuing the Licence Agreement for Learning Links Preschool.
- The NSW Department of Education and Training is responsible for regulating the service.
- The service operates under the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011.
- Linking Links' Preschool adheres to the National Quality Standard (Revised 2018).

Staff Onboarding, Induction and training

- All staff are required to have relevant qualifications and meet the requirements of our selection criteria.
- Learning Links conducts reference checks on all staff prior to their commencing employment.
- Preschool staff participate in a formal induction process, are issued with the Learning Links' Code of Conduct and are involved in Keeping Children Safe Training.
- Staff attend scheduled team meetings and Learning Links' Organisational events.
- Staff access informal and formal mentoring facilitated by the Preschool Manager.

Organisational Chart: Preschool



Related documents

Relevant Legislation	<ul style="list-style-type: none"> • Education and Care Services National Law 2010 • Education and Care Services National Regulations 2014 (Clause 168) • Family Assistance Legislation Amendment (Child Care Management System and other measures) Regulations 2009 (SLI NO 82 OF 2009)
Key Resources	<ul style="list-style-type: none"> • National Quality Standard –Quality Areas 4 and 7 • Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2014 (ACECQA). • National Quality Standards 2011 (ACECQA). • Guide to the National Quality Framework 2011 (ACECQA). Guide to the National Quality Standard 2011 (ACECQA). Child Care Service Handbook 2013-2014 (Department of Education)
Learning Links Policies and related documents	<ul style="list-style-type: none"> • HR - Code of Conduct Policy • HR - IND – myInduction • HR - IND - Preschool Induction Learning Unit • Learning Links Preschool Risk Register • Q&I - Feedback and Complaints Policy and Procedure • Q&I - Keeping Children Safe Policy and Procedure • Q&I - Quality Management Policy • Q&I - Privacy Policy
Position Descriptions	<ul style="list-style-type: none"> • GM, Early Education & Care • PS, Preschool Manager / Nominated Supervisor • PS, Preschool Assistant Manager / Nominated Supervisor • PS, Educational Leader • PS, Teacher / Room Leader • PS, Educator • PS, Child Care Worker • PS, Speech Pathologist • PS, Occupational Therapist

Document control

This table outlines the control details for this document.

Element	Details
Document Name	Governance and Management of the Service Policy
Document Owner	Sarah Herbert
Version Number	1.1
Effective Date	27 February 2019
Review Date	27 February 2021
Authorisation	Diane Peacock-Smith