

Governance and Management of Service Policy Preschool



Introduction	Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. Learning Links Preschool recognises the importance of having a framework of rules, relationships, systems and processes within the organisation. We view good governance and management as essential to our provision of quality education and care.
Outcome Area	National Quality Standard Area 4 – Staffing Arrangements National Quality Standard Area 7 – Governance and Leadership
Eligibility	This policy applies to all Preschool staff. The term staff includes casuals and volunteers.
Policy	<p>This policy defines how Learning Links provides effective leadership and management of the Preschool program to deliver a high-quality education and care service for children and their families.</p> <p>Learning Links is committed to ensuring good governance and accountability to its stakeholders by:</p> <ul style="list-style-type: none"> • Ensuring that our affairs are conducted legally, ethically and with integrity, ensuring compliance with all funding, regulatory and legislative requirements. • Ensuring that the Preschool provides a safe and nurturing environment for children. • Having mechanisms in place for fair and transparent governance. • Having the management of the Preschool reflected in Learning Links' Organisation Chart. • Maintaining communication with state and federal government departments as required. • Having a Risk Register in place and a Risk Management Plan that cover potential risk to the service and organisation.
Strategies	<p><u>Qualification Requirements</u></p> <p>All staff employed in the Preschool hold the necessary qualification for their position. All staff employed in the Preschool hold:</p> <ul style="list-style-type: none"> • A Working with Children Check • NDISWSC • Child Protection qualification • First Aid certification • Anaphylaxis certification • Asthma certification <p><u>Staff, Onboarding, Introduction and Training</u></p> <ul style="list-style-type: none"> • 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 Child Safe/ Child Protection Training. • Staff attend scheduled team meetings and Learning Links' Organisational events. • Staff access informal and formal mentoring facilitated by the Preschool Manager.

	<p>Organisation Chart: Preschool</p> <pre> graph TD A["Approved Provider General Manager Service Quality, Risk and Compliance"] --> B["Nominated Supervisor Preschool Director"] B --> C["Educators"] C --> D["Therapists"] D --> E["Administration"] </pre>
<p>Roles and Responsibilities</p>	<p>Learning Links Board</p> <ul style="list-style-type: none"> • Being accountable for the performance and sustainability of the organisation. • Developing and implementing Learning Links Strategic Plan. • Ensuring that Learning Links' Constitution is adhered to at all times and reviewed on a scheduled basis • Facilitating comprehensive onboarding for new Board members. • Authorising appropriate delegations within Learning Links. • Ensuring appropriate resources are available to carry out Learning Links' functions. • Approving and monitoring the progress of revenue and expenditure. • Being committed to ethical, professional and lawful conduct, including the proper use of authority. • 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. <p>Approved Provider</p> <ul style="list-style-type: none"> • General Manager Service Quality, Risk and Compliance. • Being the licensee representative to support the effective operation of the service. • Being the Approved Provider representative. • Ensuring that a comprehensive current 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. • Reviewing, ratifying and monitoring systems of risk management and internal control, codes of conduct, and legal compliance. • Ensuring that compliance and regulatory mechanisms are implemented. <p>Chief Operating Officer</p> <ul style="list-style-type: none"> • Overseeing the management of Learning Links Preschool. • Appointing the Preschool Director and monitoring the director's performance and implementation of strategy. • Approving and monitoring financial and other reporting. • Assuming responsibility for the oversight of strategic goals specific to the Preschool. <p>Nominated Supervisor</p> <ul style="list-style-type: none"> • Implementing the Learning Links Strategic Plan as relevant to the program and daily management of the Preschool. • Being responsible for the implementation of service policies and procedures and their regular review inclusive of perspectives of all stakeholders. • Being responsible for the day-to-day operation of the program.

	<ul style="list-style-type: none"> • Developing, submitting and reporting on, funding applications within identified timeframes. Overseeing the implementation and updating of the Quality Improvement Plan and Self-Assessment. • 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. • Notifying the regulatory authority of a serious incident. <p><u>Educators & Preschool Staff</u></p> <ul style="list-style-type: none"> • Operating the service on a day-to-day basis in accordance with the National Quality Framework. • Implementing service policies and procedures in daily practice. • Managing induction, orientation and ongoing service provision to children and families. • Programming activities and experiences appropriate to children’s needs. • Ensuring that parents and families complete daily sign-in and sign-out procedures. • Maintaining a safe and stimulating service environment. • Lodging mandatory reports for children identified as being at risk of significant harm. • Lodging an allegation of reportable conduct with the Head of Entity.
<p>Related Legislation, Standards, Documents</p>	<p><u>Legislation</u></p> <ul style="list-style-type: none"> • Education and Care Services National Law • Education and Care Services National Regulations (Clause 168) • Family Assistance Legislation Amendment (Child Care Management System and other measures) Regulations (SLI NO 82 OF 2009) <p><u>Learning Links Documents</u></p> <ul style="list-style-type: none"> • Code of Conduct Policy • IND - Preschool Induction Learning Unit • Learning Links Preschool Risk Register • Feedback Policy • Child Safe Policy • Child Safe Mandatory Reporting Policy • Child Safe Reportable Conduct Policy • Quality Management Policy • Privacy Policy • Organisation Chart <p><u>Key Resources</u></p> <ul style="list-style-type: none"> • 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)
<p>Review</p>	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.</p> <p>This policy is owned by: Preschool</p>

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This document can be viewed on: Learning Links Intranet, Story Park, Learning Links
Preschool Website
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