

# Governance Policy

## Introduction

The Governance Policy outlines the overall direction, effectiveness, supervision, and accountability of our Service. Good governance ensures that the Service is operated responsibly, ethically, and in line with our philosophy, while meeting all legal and regulatory requirements. Management is responsible for guiding the Service's goals and objectives, ensuring that decision-making supports quality outcomes for children, families, and educators.

## Purpose

The purpose of this policy is to ensure that the Service operates in a way that is transparent, accountable, and legally compliant. Through sound governance practices, our Service aims to provide high quality education and care that reflects the principles of the My Time, Our Place Framework, aligns with the ECA Code of Ethics, and meets the requirements of the National Quality Standard.

## Scope

This policy applies to all children, families, staff, management, and visitors of the Service.

## Implementation

Governance directs and controls the Service by ensuring accountability, supporting effective decision-making, and upholding compliance with laws and regulations. The Approved Provider, Nominated Supervisor, Educational Leader, Responsible Persons, and educators all play a key role in governance. Together they ensure that the Service is well-managed, financially viable, and able to provide safe, high-quality education and care.

The Approved Provider accepts legal responsibility for the operation of the Service and ensures that compliance is maintained in all areas, including staff employment, background checks, qualifications, safety, financial management, and policy development. The Approved Provider also ensures that families are informed of changes to policies or practices, that adequate resources are provided, and that policies and procedures are reviewed regularly.

The Nominated Supervisor manages the day-to-day operation of the Service. This includes implementing policies and procedures, ensuring regulatory requirements are met, leading the staff team, managing risk, and promoting effective communication with families. The Nominated Supervisor works closely with the Management Committee to ensure that decision-making is consistent and that roles and responsibilities are clearly understood.

The Educational Leader provides guidance on the educational program, ensuring that it is aligned with the approved learning framework and supports each child's learning and wellbeing. The leadership team as a whole supports professional learning, staff development, and continuous improvement within the Service.

# Governance Policy

## Service Philosophy

The philosophy of the Service provides the foundation for governance and decision-making. It is developed and reviewed through a collaborative process that involves families, children, educators, and management. The philosophy reflects the principles of the My Time, Our Place Framework and ensures that practice is guided by respect, inclusion, and continuous improvement. All documents, including the philosophy, are dated and reviewed annually or as needed.

## Code of conduct

All staff, management, and committee members are expected to act in accordance with the Code of Conduct. This includes maintaining confidentiality, acting with honesty and integrity, using resources responsibly, and building respectful professional relationships. Decisions and actions must always align with ethical standards, legislation, and the Service's values.

## Confidentiality

Confidentiality is central to good governance. Information gained through the Service must not be disclosed unless required by law and must never be used for personal or financial gain. All records, whether written or electronic, must be handled with respect for privacy and stored securely. The obligation to maintain confidentiality continues even after a person's role at the Service has ended.

## Ethical Decision Making

The Service is committed to making decisions that are ethical, transparent, and consistent with our policies, the Education and Care Services National Law and Regulations, the My Time, Our Place Framework, and the ECA Code of Ethics.

## NATIONAL QUALITY STANDARD (NQS)

This policy reflects Quality Area 7: Governance and Leadership of the NQS. Governance provides the foundation for the effective operation of the Service, with systems in place to manage risk, maintain accountability, and support decision-making. Clearly defined roles and responsibilities allow the Service to run smoothly and support effective leadership. Leadership fosters a positive organisational culture, promotes professional learning, and ensures that self-assessment and continuous improvement remain central to the Service. Educational leadership is supported to guide the program, while all staff are encouraged in their professional growth and performance development.

# Governance Policy

## Education and Care Services National Regulations

Our Service complies with the Education and Care Services National Law and Regulations. These requirements cover the fitness and propriety of approved providers and nominated supervisors, conditions on service approval, child attendance and enrolment records, health and safety obligations, confidentiality, staff qualifications, insurance, and notification of significant changes or incidents. The Service ensures that policies, procedures, and quality improvement processes are implemented in line with these legal responsibilities.

## Review and Evaluation

Ongoing review and evaluation are essential for strong governance. The Service undertakes continuous self-assessment and documents this through the Quality Improvement Plan (QIP). Families, staff, and management are invited to contribute to this process so that improvements reflect the views and needs of all stakeholders.

## Maintenance of Records

The Service maintains accurate and secure records in compliance with the National Regulations and relevant government requirements. These records include enrolments, attendance, health and safety information, staff records, and financial documents. Records are stored securely for the required period of time and are only accessible to authorised persons.

## Managing Conflicts of Interest

Conflicts of interest must be declared and managed transparently. If a member of management or staff identifies a conflict, they must disclose it immediately and remove themselves from any decision-making processes related to the matter. Documentation of such conflicts and the steps taken to manage them will be recorded to ensure accountability and integrity.

## Related Policies

This policy should be read alongside the Anti-Bias and Inclusion Policy, Educational Program Policy, Grievance Policy (Families), Incident, Injury, Trauma and Illness Policy, Interactions with Children, Family and Staff Policy, Open Door Policy, Privacy and Confidentiality Policy, and Sick Children Policy.

# Governance Policy

## Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all governance practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including governance, leadership and organisational decision-making.

This means that all governance decisions must prioritise the protection, safety and wellbeing of children above all other considerations. The Approved Provider, Nominated Supervisor, management and leadership team are required to exercise professional judgement and ensure that policies, procedures, systems and resources support safe, ethical and compliant practices that protect children from harm.

The Service will ensure that governance structures promote accountability, transparency and continuous improvement, with a clear focus on child safety. Decision-making processes will be guided by legislative requirements, ethical standards and the Service philosophy, ensuring that risks are identified, managed and minimised effectively. Leadership will support a culture where child safety is embedded in everyday practice, and where staff are supported, trained and held accountable to uphold child safe standards.

All governance practices must prioritise children's safety, rights and wellbeing, ensuring that the Service consistently operates in a manner that protects children and supports high-quality outcomes for all.



# Governance Policy

## Review

| Date:      | Changes:                                                                                            | Reviewed by:     |
|------------|-----------------------------------------------------------------------------------------------------|------------------|
| 02/062023  | New policy (All updated)                                                                            | Charmayne Nathan |
| 07/08/2024 | Reviewed, No changes                                                                                | Charmayne Nathan |
| 17/09/25   | Policy was updated, information was condensed.                                                      | Charmayne Nathan |
| 24/4/2026  | Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations | Charmayne Nathan |