

Policy Statement

This Policy outlines the methods used by the Service to ensure its practices comply with all relevant legislation, standards and codes of practice, and how it will continuously improve both its leadership and management practices.

Strategies and Practices

- The *Governance and Management of the Service Policy* is available to families upon enrolment and staff upon induction.
- Little Adventures Early Learning (LAEL) is an approved Service that operates in accordance with the Education and Care Services National Law and Regulations.
- LAEL aims to comply with all requirements of the National Law and Regulations by ensuring all employees are aware of their requirements and keep up to date with legislative changes. The Approved Provider and Nominated Supervisor work in partnership with the NSW Regulatory Authority to ensure compliance with these legislative frameworks.
- The organisational structure of LAEL is explained to families upon enrolment and to staff upon induction. It is also communicated throughout the year as required in response to any changes. A Governance Flow Chart has been developed to communicate the structure of the organisation (see Attachment1).
- Little Adventures Early Learning Pty Ltd is the Approved Provider of the Service and holds the legal responsibility for operating the Service.
- The Approved Provider is the employer of all staff of the organisation and is responsible for the management and control of the organisation.
- The Approved Provider is responsible for appointing a Nominated Supervisor, based on their suitability, qualifications, fitness and proprietary and experience.
- The Nominated Supervisor reports directly to the Approved Provider and communicates on a regular basis to discuss the strategic direction and day to day operations of the service.
- The Nominated Supervisor is in charge of the day-to-day operations of the Service. The Nominated Supervisor is also the Responsible Person whenever on the premises. At any time the Nominated Supervisor is not on the premises, a substitute Responsible Person who is physically present is placed in charge of, and accepts responsibility for, the Service's day-to-day operations.
- Responsible persons are designated by the Approved Provider and/or the Nominated Supervisor and their experience, suitability and qualifications are taken into consideration. Staff who are designated as Responsible Persons are asked to accept the designation in writing.
- The details of the Nominated Supervisor/Responsible Person are clearly displayed in the main entrance to the Service.
- The Nominated Supervisor ensures that the Service's staffing arrangements meet regulatory requirements at all times.
- Families are welcome to contact the Regulatory Authority – the contact details are displayed in the Service foyer. Copies of the National Law and Regulations and the Services' Self Assessment and Quality Improvement Planning documentation are available for families and staff to access.
- All Prescribed Information outlined in the National Regulations is displayed in the main entrance of the Service.

- The Service has a written Philosophy developed by the Approved Provider, Nominated Supervisor, educators, children and families. It reflects the shared understanding of the role of the Service with children, families and the community. The Philosophy informs the Services' policies and procedures as well as the decisions and day today practices of the employees.
- The Service and its employees abide by the Early Childhood Australia Code of Ethics and the LAEL Code of Conduct.
- The Service maintains up-to-date policies and procedures on all topics required by the Education and Care Services National Regulations. The way these policies and procedures are communicated to families, educators and staff, the process by which these policies and procedures are reviewed, and how changes are communicated to parents, educators and staff are detailed in the Service's *Policy and Procedure Review Policy*.
- Records are kept in accordance with the timeframes outlined in the National Regulations.
- The Service is committed to continuous improvement and uses a self-assessment tool and Quality Improvement Planning documentation to record and evaluate service goals and achievements.
- The Approved Provider and Nominated Supervisor are aware of the reporting requirements and time frames, as well as confidentiality and storage of records requirements outlined in the National Regulations.
- Whenever there is uncertainty about compliance requirements in any area, the Nominated Supervisor/ Responsible Person can contact the relevant authorities to seek clarification.
- To achieve and maintain the Philosophy and aims of the Service, the Approved Provider and Nominated Supervisor will monitor the financial viability and accountability of the Centre while also ensuring that:
 - Funds are expended appropriately according to any funding and budgets
 - The program is operating within budget
 - Required paperwork is submitted to the relevant funding agencies
 - Any additional financial requirements are completed
 - Staff are supported in their roles, and the relevant awards and conditions of employment are complied with
 - Training and development are provided to support staff in their roles
 - Leadership, forward planning and guidance is provided to the service, particularly in relation to developing a strategic culture and direction; and
 - LAEL complies with the Commonwealth Privacy Act 1988 and follows the standards of Australian Privacy Principles to regulate the way in which the service manages personal and sensitive information.

References

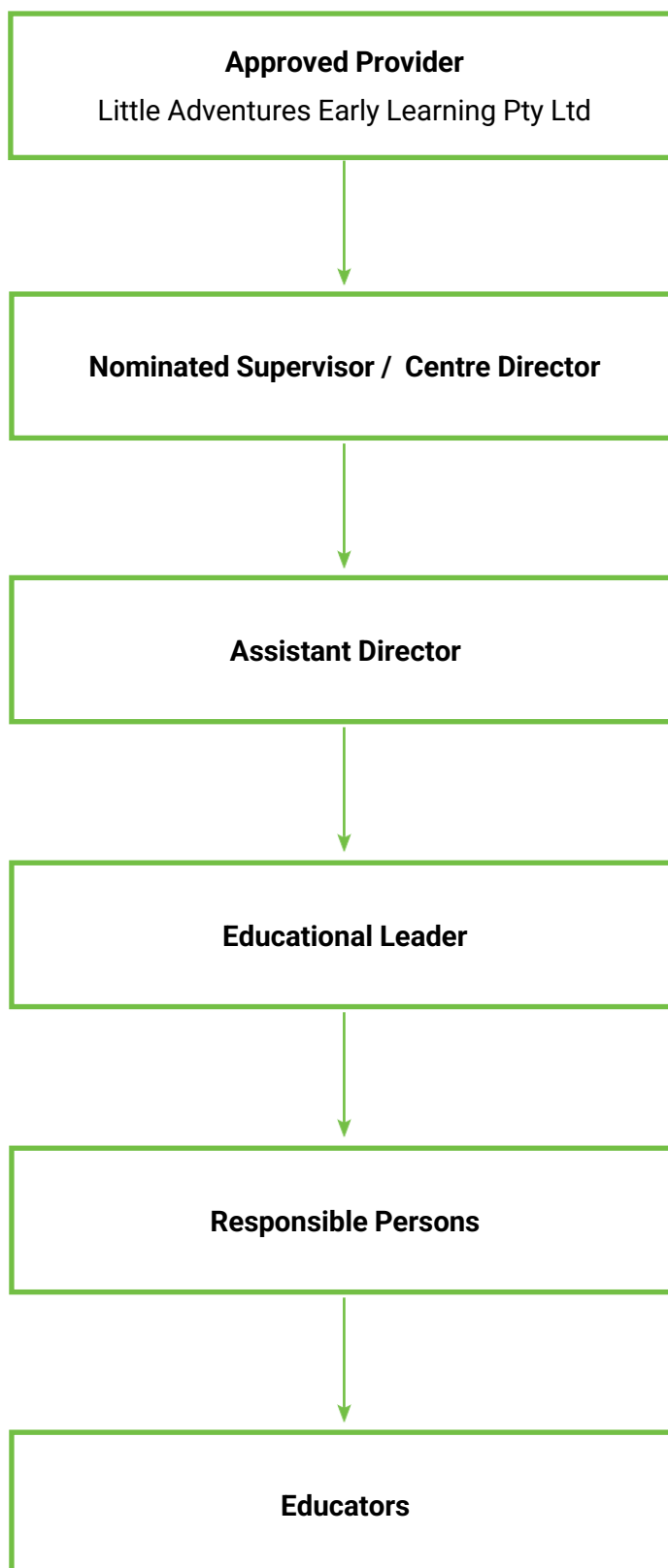
- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- *Guide to the National Quality Framework*
- Community Early Learning Australia – Sample Policies
- Australian Child Care Alliance NSW – <https://nsw.childcarealliance.org.au/members/policies-required-under-regulation-168>
- *Early Childhood Australia Code of Ethics*
- *Commonwealth Privacy Act 1988*
- Dr Brenda Abbey (Childcare by Design)

Policy review

The Service encourages staff and parents to be actively involved in the review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities, where necessary, as part of the review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Attachment 1

Little Adventures Early Learning Governance Flow Chart



GOVERNANCE & MANAGEMENT OF THE SERVICE POLICY

Attachment 2

Education and Care
Services National
Regulations



Children (Education
and Care Services)
National Law (NSW)



The Australian Children's
Education & Care Quality
Authority (ACECQA)



Little Adventures Early
Learning Policies

