

St Joseph's Preschool Governance Policy



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Policy Statement

Our service will meet its legal and financial obligations by implementing appropriate governance practices that support our aim to provide high quality care that meets the objectives and principles of the National Quality Framework, the National Quality Standard and the Early Years Learning Framework.

Background

The Education and Care Services National Regulations require policies and procedures to be in place in regard to governance and management. We are committed to using effective governance and management systems which will ensure the effective, transparent and competent operation of the service.

Legislative and Regulatory Requirements

St Joseph Preschool's collated policies and procedures comply with all legislative and regulatory requirements.

NQS

QA6	6.1.1	Engagement with the service - Families are supported from enrolment to be involved in the service and contribute to service decisions
	6.1.2	Parent views are respected - The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.

QA7	7.1.1	Service philosophy and purpose - A statement of philosophy guides all aspects of the service's operations.
	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.1.3	Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
	7.2.1	Continuous improvement - There is an effective self-assessment and quality improvement process in place.



National Law

Section	13	Matters to be taken into account in assessing whether fit and proper person
	14	Regulatory Authority may seek further information
	21	Reassessment of fitness and propriety
	51	Conditions on service approval
	162	Offence to operate education and care service unless responsible person is present
	172	Offence to fail to display prescribed information
	173	Offence to fail to notify certain circumstances to Regulatory Authority
	174	Offence to fail to notify certain information to Regulatory Authority
	175	Offence relating to requirement to keep enrolment and other documents
	188	Offence to engage person to whom prohibition notice applies

National Regulations

Reg	29	Condition on service approval – insurance
	31	Condition on service approval – Quality improvement plan
	55	Quality improvement plans
	56	Revision and review of quality improvement plans
	84	Awareness of child protection law
	104	Fencing
	106	Laundry and hygiene facilities
	107	Space requirements – indoor space
	108	Space requirements – outdoor space
	109	Toilet and hygiene facilities
	110	Ventilation and natural light
	117	Glass
	117 B	Minimum requirements for person in day to day charge
	157	Access for parents
	158	Children's attendance record to be kept by approved provider
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	165	Record of visitors
	167	Record of service's compliance
	168	Education and care services must have policies and procedures
	168(2)(h)	Education and Care Services must have policies and procedures providing a child safe environment



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168(2)(l)	Education and care services must have policies and procedures in relation to governance and management of the service
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures
173	Prescribed information to be displayed
174	Time to notify certain circumstances to Regulatory Authority
174 A	Prescribed information to accompany notice
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider
180	Evidence of prescribed insurance
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents
184	Storage of records after service approval transferred
185	Law and regulations to be available
412	Requirement to display information in relation to the rating of an education and care service

Mission & Vision

St Joseph's Preschool is dedicated to providing high-quality early childhood education and care services that support the growth and development of young children in a safe, nurturing, and inclusive environment by delivering high quality outcomes including:

- Effective and robust governance and management policies and procedures.
- Effective and sound oversight of financial management and control.
- Effective systems of risk management, performance management and internal controls.
- Ensuring compliance with all regulatory and legislative requirements as required for Early Years Learning.
- Continuous assessment and quality improvement of the Early Years Learning service.
- Ensuring accountability of the Early Years Learning Service to all stakeholders.



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Governance

Approved Provider

St Joseph's preschool approved provider is South Australian Commission for Catholic Schools Incorporated.

School Board

St Joseph's Preschool is governed by the St Joseph's School Board.

The school board is responsible for:

- Implementing and ensuring good governance, management, and practices are in place.
- Setting and reviewing policies.
- Managing the financial direction of the service and reviewing financial reports to ensure viability.
- Develop and review the strategy of the early learning service and monitor results.
- Ensure compliance with all regulatory and legislative requirements.
- Managing the risk of the early learning service.

Persons with Management Control

All persons are held to a high degree of professionalism and care in their capacity as a St Joseph's Preschool employee or volunteer, with additional responsibilities placed on persons having management control. Persons with management control are identified below:

- School Principal
- Early Years Leader
- Preschool Director

Additional responsibilities carried out by persons with management control include:

- Day-to-day management of St Joseph's Preschool.
- Reporting to school board on St Joseph's Preschool governance and management.



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- Preparing, monitoring, and analysing the financial requirements of St Joseph's Preschool, and reporting to the board as required.
- Ensuring compliance with all regulatory and legislative requirements.
- Fostering an ethical and professional culture with employees and stakeholders of St Joseph's Preschool.
- Analysing and reviewing St Joseph's Preschool performance and practices.
- Supervising and reviewing St Joseph's Preschool staff, ensuring staff are properly equipped and trained.
- Ensuring operational curriculum and procedures are appropriate and complied with.
- Ensuring procedures are in place to steward and direct the operation of the service.
- Developing and implementing procedures to give effect to the policies and direct the operations of the service.
- Notify ACECQA of notifications required under appendix 1.

Sources

Education and Care Services National Law and Regulations

National Quality Standard

Early Years Learning Framework

Corporate Governance Principles and Recommendations ASX Corporate Governance Council

Family Assistance Law

Child Care Financial Integrity Strategy: Department of Educations, Skills and Training (Cwth)

Child Care Provider Handbook: Department of Educations, Skills and Training (Cwth)



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Related Policies

Fees Policy

Privacy and Confidentiality Policy

National Quality Framework Policy

Record Keeping and Retention Policy

Staffing Arrangements Policy

Review

The policy will be reviewed annually to ensure its effectiveness and relevance.

The policy was last reviewed: November 2023

Date for next review: November 2024

Appendix

Appendix 1 – Table of notification requirements for change of service.



Appendix 1

Notifications Requirements for Change of Service

National Law and Regs	Family Assistance Law
Approved Provider	
Within 14 days of a change of name	Within 14 days of a change of name
Within 7 days of a change of address or contact details	Within 30 days of change to approved provider's physical or postal address, or as soon as possible if change not foreseeable Within 14 days of the change of email address, website, phone /fax number
Within 7 days of any adverse change in fitness and propriety	
Within 7 days of the appointment of receivers or liquidators or other matters that affect the financial viability of service.	Within 24 hours of the provider entering into administration, receivership, liquidation or bankruptcy, and details
Within 7 days of the death of the Approved Provider	
Within 7 days of notification of the suspension or cancellation of child protection clearance or teacher registration, or disciplinary proceedings against NS	
Within 7 days about any proposed changes to service premises	
Nominated Supervisor	
Within 7 days that a Nominated Supervisor is no longer employed at the service, is removed from position or withdraws consent	Within 7 days of a person ceasing to have management or control of the provider, including why
At least 7 days prior to the start of a new Nominated Supervisor or no more than 14 days after	Within 7 days of any new person with management or control, including their name and contact details, WWCC info and declaration all background checks undertaken
When there's any change to the name or contact details of any nominated supervisor	Within 7 days of becoming aware of change of name or contact details



Persons with Management or Control (including a responsible person under the National Law and Regs)	
within 14 days of the appointment or removal of a person with management or control of the service	
	Within 7 days of any new person with management or control, including their name and contact details, WWCC info and declaration all background checks undertaken
	Within 7 days of becoming aware of change of name or contact details
	Within 7 days of receiving background check showing person has an indictable offence punishable by up to 2 years jail or 40 penalty units, an offence involving violence, sex, fraud, stealing or dishonesty, is an undischarged bankrupt or was a director/secretary when a company when into receivership or liquidation or at any time during the previous 12 months
	Within 24 hours of becoming aware of a serious conviction or finding of guilt
	Within 7 days of becoming aware of event or circumstance that indicates the person is unlikely to be fit and proper to administer CCS or ACCS
	Within 7 days of a person ceasing to have management or control of the provider, including why
	Within 7 days of becoming aware the provider or person with management/ control has or will get an interest in a business which may affect their ability to comply with Family Assistance Law
Educators	
	Within 7 days of becoming aware educator obtains qualification from RTO where the provider or person with management or



	control has an interest and it appears the educator did not earn the qualification or there is a conflict of interest
Contact details	
Within 7 days of changing the address and contact details of the service	Within 30 days of change to physical or postal address of service, or as soon as possible if change not forseen
Serious incidents and complaints	
within 24 hours of a serious incident or complaint that a serious incident has occurred	
within 24 hours of a complaint the National Law has been contravened	
within 7 days of any circumstance at the service that poses a significant risk to the health, safety and wellbeing of children at the service	
within 7 days of any incident, complaint or allegation of physical/sexual abuse of a child at the service	
Emergency Care	
Within 24 hours of any children being educated and care for in an emergency, including where there is a child protection order or the parent needs urgent health care.	
Fees	
	Total hourly fee (before any reductions) advised within 14 days of service approval/ commencement or any change
Operating Hours	
	Operating hours and days, open and close times advised within 14 days of service approval/ commencement
Within 7 days of any change to the hours and days of operation	within 14 days of any change to the hours and days of operation
Vacancies	



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	Number anticipated vacancies from Monday next week by 8 pm each Friday
Ceasing to operate	
Within 7 days of ceasing to operate the service	at least 42 days before ceasing to operate service, or within 24 hours of ceasing where 42 days notice can't be given
Closure	
Within 24 hours of any incidents that require the Service to close or reduce attendance	Within 24 hours of any unexpected closure
Failure to operate	
Within 14 days of a failure to operate the service within 6 months of approval (or time agreed by Regulatory Authority)	
Transfer	
at least 42 days before the intended transfer of service approval	
Change of service name	
	Within 14 days of a change of service name