



POLICY AND PROCEDURE

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GOVERNANCE & MANAGEMENT

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care (CELC) aims to ensure that it meets its legal and financial obligations through implementing appropriate governance policies. Governance of Catholic Early Learning and Care is supported by senior managers and management within the Cairns Catholic Diocese. Committees of the Diocese that have direct involvement with CELC are the Audit Risk and Compliance Committee and the Diocesan Finance Council. These committees will ensure that all legislative requirements are met, that the group operates in a financially responsible manner. CELC ensures high quality Child Care that meets the National Quality Framework, National Quality Standards and the Early Learning Framework by reviewing, evaluating and continually improving the services they provide to all stakeholders.

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

3. PROCEDURE

Operations:

Responsibility of operations (inclusive of policy framework and service delivery) rests under the authority of The Roman Catholic Trust Corporation for the Diocese of Cairns and is delegated to Catholic Early Learning and Care and Parish authorities respectively. Catholic Early Learning and Care will work in consultation with other Diocesan agencies, parishes, schools and regulatory authorities to develop a model of governance that ensures consistency of delivery, administration, staffing, quality assurance and legal compliance.

Philosophy, Policies and Guidelines/Procedures:

There will be a collaborative and consultative process to support the development of the philosophy at each service. The process will include and value the input of children, parents/guardians and educators. The statement of Philosophy will be included in the Quality Improvement Plan for the service and be readily accessible to all parents/guardians and educators. Policies and procedures will be designed and developed to provide clear and consistent direction that supports the purpose of the philosophy at each service. The philosophy of the service will be considered when developing and reviewing new and existing policies for CELC. Policies and procedures will be in place to ensure that, as a minimum, regulatory and legislative requirements are followed and will be developed immediately when new requirements are established. All documents will be dated and include nominated review dates.

Confidentiality:

All staff or any other persons with access to confidential information are required to sign a legally binding “Confidentiality Agreement”. This agreement will ensure that no sensitive or confidential information is

disclosed to any person, whether in the course of their work or otherwise, unless the disclosure is required by law.

Maintenance of records:

The documents held at each service will be checked for accuracy by the Nominated Supervisor at the service and will be audited annually by the CELC central office staff.

The following documents will be held at each service (hard copy or electronically):

- Child assessments and/or evaluations of delivery of the educational program
- Incident, injury and trauma and illness records
- Medication records
- Records of the responsible person, teachers, educators, staff, volunteers and students
- Each child's enrolment record
- Attendance records
- Details of any amendment, suspension, compliance direction or compliance notice that has been issued to the service made readily available by upon request by any person.
- Certificate of currency of insurance held.

The above documents will be set out in accordance with the respective Education and Care Services National Regulations requirements.

Parents/Guardians of a child enrolled at a service may gain access to documents and records above as per the Consent Statement in the child's enrolment form.

Records will be stored in a safe and secure place until 25 years after the child's date of birth for the following documents:

- Records that relate to a death, incident, illness, injury or trauma while being cared for or that may have occurred after an incident at the service.
- Records will be stored in a safe and secure place until 3 years after the end of the calendar year for the following documents:
 - Records that relate to a child enrolled at the centre who is no longer enrolled at the service.
 - Records that relate to the approved provider if the service is no longer operated by CELC at the end of the calendar year.
 - Staff or nominated supervisors that are no longer employed or providing care on behalf of CELC at the end of the calendar year.
 - Other records that are no longer used by the service at the end of the calendar year.
- Financial and human resource records will be held at the central office in accordance with Diocesan policies.

Curriculum:

Each Early Childhood Education and Care facility will create a holistic, learner centred curriculum that:

- promote children's early learning and strengthens their progress.
- fosters the faith development of children in their care.
- improves transitions for children between home, early childhood settings and schooling.
- support children's health and wellbeing.
- engages children in purposeful and real-life learning experiences which are inclusive by nature;
- prioritise support for the development of each child's literacy and numeracy learning;
- builds upon the interests of children (emergent curriculum).

Environment:

Each Early Childhood Education and Care facility, in partnership with other Diocesan agencies, parishes and schools, will provide and maintain safe, flexible and developmentally appropriate indoor and outdoor learning environments.

Community:

Catholic Early Learning and Care will promote partnerships with local communities that help to foster strong families and communities in genuine partnerships with both the service, CELC and the Cairns catholic community.

Clearly defined reporting reduces confusion and increases accountability and transparency. The reporting lines are described below;

- Lead educators, Educators, Teachers, Cook report to Nominated Supervisor
- Nominated Supervisor reports to Operations Manager CELC
- Operations Manager reports to Executive Director CELC
- Catholic Programs Coordinator reports to Head of Programming CELC
- Head of Programming reports to Executive Director CELC
- Executive Director reports to The Moderator of the Curia
- The Moderator of the Curia reports to the Bishop of Cairns

Financial Management:

Financial policies and procedures/guidelines are developed by the Diocese of Cairns. Annual budgets for each service and the central operations team are developed in consultation with the Manager of CELC with the mandate of ensuring that all operations operate in a responsible, sustainable, and ethical manner. All those taking care of budgets will consider the long-term viability of all operations for the benefit of all stakeholders involved.

Facilities, Equipment and Environment:

The Nominated Supervisor will ensure that they are always following the regulations in relation to the physical environment of the service and that appropriate equipment and furniture is maintained and safe, meeting the needs of the children and educators.

Processes will be in place for the cleaning of resources and equipment and will be monitored by the Nominated Supervisor. The Maintenance of premises and equipment policy is considered by the Nominated Supervisor on a regular basis.

Review and Evaluation of the Services:

Ongoing review and evaluation underpins the continuing development of the service. The Nominated Supervisor will ensure that the evaluation involves families, children, and educators. The development of a Quality Improvement Plan (QIP) will form part of the review process. Reflection on what works well and what aspects of the service need further development will be included in the QIP and discussed at Educator meetings. Surveys will be distributed to both families and educators to continue to assess quality.

Work Health and Safety:

Policies and procedures will be in place to address the legal requirements relating to safety in the workplace and this information should underpin any service specific requirements, including grievance/complaints procedures. The educators or staff will report back to the Nominated Supervisor on any work, health and safety issues as they arise.

4. RELATED DOCUMENTS

- Confidentiality Agreement
- Record Management
- Maintenance and Purchasing
- Staff Qualifications, Licences, and other requirements
- Risk Management
- Supervision of Children

- Training and Professional Development
- National Quality Standards: 6.1.2, 6.2.1, 7.1.1, 7.2.1, 7.2.3, 7.3.1, 7.3.2, 7.3.3

5. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

6. SEE ALSO

Legislation

- Education and Care Services National regulations 2011
- Regulations 168,177,181-184
- Education and Care Services National Law Act 2010
- The National Quality Standard for Early Childhood Education and Care 2009

7. ENQUIRES

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

8. APPROVAL



Vicki Bell
Executive Director
Catholic Early Learning and Care

Date: 19/11/2021