

## Governance & Leadership

# Governance Policy.

### Our Vision.

To give every child **the best start in life.**

### Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

### Our Values.

- |                |  |
|----------------|--|
| <b>Care</b>    | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| <b>Quality</b> | We maintain the highest standards in care and safety and provide exceptional early years education.                |
| <b>Service</b> | We provide exceptional service and are integral to supporting parents bringing up children.                        |
| <b>Value</b>   | We provide outstanding value for our families.   |



The Governance Policy provides the overall direction, effectiveness, supervision, and accountability of a Service. Management is responsible for guiding the direction of the Service, ensuring that its goals and objectives are met in line with the philosophy, and all legal and regulatory requirements governing the operation of the Service.

NATIONAL QUALITY STANDARDS (NQS)	
QUALITY AREA 7 – Governance and Leadership	
7.1 – Governance	7.1.1 – Service Philosophy and Purpose
	7.1.2 – Management Systems
	7.1.3 – Roles and Responsibilities
7.2 – Leadership	7.2.1 – Continuous Improvement
	7.2.2 – Educational Leadership
	7.2.3 – Development of Professionals

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 2	Provider Approval (Law – 13, 14, 21)
Part 3	Service Approval (Law – 51)
Part 6	Operating an Education and Care Service (Law – 162, 172, 173)
Part 2.2	Service Approvals (Reg – 29, 31)
Part 3.1	Quality Improvement Plans (Reg – 55, 56)
Part 4.1	Educational Program and Practice (Reg – 73, 74)
Part 4.2	Children’s Health and Safety (Reg – 84, 85)
Part 4.3A	Minimum Requirements for Persons in Day-to-Day Charge and Nominated Supervisor (Reg – 117B)
Part 4.6	Collaborative Partnerships with Families and Communities (Reg – 157)
Part 4.7	Governance and Leadership (Reg – 158, 161, 162, 167, 168, 170, 171, 172, 173, 176, 177, 180, 181, 182, 183, 184, 185)

RELATED POLICIES
All current Busy Bees Early Learning Australia Policies
This policy is designed to be read in conjunction with all other Busy Bees policies and procedures.

## PURPOSE

The objective of this policy is to ensure accountability to all stakeholders, and compliance with all legislative obligations in the overall management of the Service. Busy Bees Early Learning Australia aim to ensure all legal and financial requirements are implemented and recognised through appropriate governance practices, providing quality education and care, meeting the principles, practices and elements of the Early Years Learning Framework and the National Quality Standard.

Early education and care Services are highly regulated, which requires a strong professional, social, ethical, and financial commitment to stakeholders in the provision of high-quality service and must also meet high standards of ethical conduct in the provision of service to Families, children, and the community.

Busy Bees strive to create a positive culture where management and employees work towards a goal of continuous improvement in the provision of quality services to children and their Families.

**SCOPE**

Children, Employees, Management, Visitors and Families

**POLICY**

Under the Education and Care Services National Regulations, the approved provider must ensure that policies and procedures are in place in relation to the governance and management of the Service and that they take reasonable steps to ensure those policies and procedures are followed.

Governance is the process that directs and controls Busy Bees, ensuring accountability, and supporting decision making. The Approved Provider and Nominated Supervisor of the Service accept the legal responsibilities associated with establishing, administering, and maintaining the Service.

**Legal Responsibilities and Expected Outcomes**

The governance of the Service includes, but is not limited to the following:

- Compliance with all Approved Provider, Nominated Supervisor, and Employee obligations as set out in the Education and Care Services National Regulations and Education and Care Services National Law Act
- Compliance with the Australian Children's Education and Care Authority as well as relevant state authorities
- Appointing a Nominated Supervisor, Responsible Persons, and Educational Leader
- Compliance with displaying prescribed information, including current NQS Quality Area rating levels
- Compliance with the Family Assistance Law
- Compliance with the registration of the Approved Provider
- Compliance with the registration of an approved education and care service
- Compliance with all legislative requirements, including record of Service compliance
- Maintaining policies and procedures for the operation of the organisation and ensuring they are implemented and complied with by all employees
- Financial management, including determination of fees and notification of changes to fees
- Insurance cover
- Approving a Service philosophy
- Employment and management of personnel in accordance with regulatory requirements, including criminal history and working with children checks
- Implementing induction, orientation and probation programs to ensure employees are aware of their roles and responsibilities, understanding of the values and organisational culture of the Service, policies and procedures, child protection law and other legislation
- Risk management and continuous improvement
- Approving systems for the day-to-day management of the organisation
- Management of facilities, equipment, and resources (including consumables)
- Developing positive working relationships with statutory bodies
- Supporting the leader in their leadership role and discharge of legislative obligations
- Ensuring socially equitable, ethical, and transparent service delivery
- Supporting sustainability
- Management of Workplace Health and Safety Regulations and children's health and safety, taking every reasonable precaution to protect children from harm or hazard

## Service Philosophy

- The development and review of the philosophy and policies will be a continuous process
- The philosophy and associated statement of purpose will reinforce all other documentation and the practices of the Service. The philosophy will reflect the principles of the approved national framework “Belonging, Being and Becoming: The Early Years Learning Framework for Australia” and “My Time, Our Place: Framework for School Age Care in Australia” [if OSHC is being provided]
- There will be a collaborative and consultative process to support the development and maintenance of the philosophy that will include children, parents, and educators.
- All documents will be dated and include nominated review dates

## Ethical Decision-Making

Busy Bees will make decisions which are consistent with our policies and procedures and that work in conjunction with the Education and Care Services National Law and National Regulations, our approved learning framework (EYLF), and the ethical standards within the ECA Code of Ethics.

## Review and Evaluation of the Service

Ongoing review and evaluation will support the continuing development of the Service. Busy Bees will ensure that the evaluation involves all stakeholders.

The development of a Quality Improvement Plan (QIP) will form part of the reflection procedure. Reflection on what works within the Service and what needs additional development will be included in the QIP.

## Annual Planning Obligations

Annual planning obligations will be conducted by Busy Bees Early Learning Australia, the Approved Provider, and the Nominated Supervisor (may include Team member delegates) as appropriate to the service.

The following planning documents will be developed annually:

- Financial Plan and Budget
- Quality Improvement Plan as set out by the requirements of the National Quality Standards
- Risk Management Plans
- Strategic Management Plan

Planning documents will be reviewed annually, biannually, or more frequently if required.

## Day-to-day Service Management

Day-to-day Service management is delegated to the Nominated Supervisor. The Nominated Supervisor will ensure that the Service is operated in accordance with the organisation’s policies and procedures. The Nominated Supervisor must always act in accordance with legislative requirements governing the organisation and follow directions from Busy Bees Early Learning, the Approved Provider and Management Teams.

## SOURCES

[Educational and Care Services National Regulations](#)

[National Quality Standards](#)

[Safe Work Australia](#)

[Workplace Health and Safety Regulations 2011](#)

[Child Protection Acts and Legislation](#)

[Australian Human Rights Commission](#)

[Privacy Act 1988 \(Federal\)](#)[Family Assistance Law](#)[Early Childhood Australia](#)[Fair work](#)[Australian Children's Education & Care Quality Authority](#)[Food Safety Law](#)[National Immunisation Program Schedule](#)

## VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Operating Officer	Policy Development Officer	Replace all previous versions

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.