



PATTERSON LAKES PRIMARY SCHOOL

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Outside School Hours Care – Governance Policy

RATIONALE

It is important for the legal and effective functioning of the school that School Council members understand their role/s and are aware of their responsibilities.

AIM

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

IMPLEMENTATION

The approved provider has a range of responsibilities prescribed in the Education and Care Services National Law and Regulations, including keeping accurate records and retaining them for specified timeframes.

Our approved provider is also responsible for:

- ensuring the financial viability of the service
- overseeing control and accountability systems
- supporting the nominated supervisor/responsible person/certified supervisors in their role and
- providing resources as appropriate for the effective running of the service.

Commitment to good governance

Our service is committed to strong governance principles and to lay solid foundations for management and oversight.

Management Principles

To ensure our working relationships are characterised by open and respectful communication, accountability and trust our service adheres to the following management principles.

A. Management by Agreement

Nominated supervisors and educators agree to produce outcomes together. Educators agree on their accountabilities and to work according to existing procedures and policies. Nominated supervisors agree to provide educators with training, resources and support.

B. Management by Exception

Once a system is in place or the nominated supervisor and educators have agreed upon a course of action, the educator is accountable for identifying and reporting whenever something significant occurs that isn't part of the plan.

C. Clearly Defined Reporting Relationships

Everyone in the service has only one primary manager. This reduces confusion and increases accountability and transparency.

Information, requests, or delegations that would cause our educators/staff to take action or change the course of their actions will only come from the person to whom they report.

Our reporting relationships are:

- The nominated supervisor reports to the approved provider.
- The certified supervisor in day to day charge of the service reports to the nominated supervisor.
- Each educator reports to the nominated supervisor.
- The nominated supervisor has the authority to communicate information about the work and to direct the activities of the responsible person.
- The School Council OSHC subcommittee meets regularly to review policy and operations and make recommendations to the School Council.
- The Finance subcommittee of the School Council meets regularly to oversee the financial position of OSHC and makes recommendations to School Council.

D. Guidelines for Effective Regulation

Regulating work means monitoring, reviewing, and adjusting it to get the right result.

Staff in our service will:

Last Updated: November 2018

- regularly review the work process
- give quick, clear, and direct feedback and instruction that is timely and specific communicate in writing avoid under-regulating, over-regulating and unnecessary meetings.

1. Structure the board/partnership/association/management team to add value

To comply with these principles to the best of our ability and to ensure we can discuss issues and (potential) changes to policies, procedures or the regulatory environment, we will schedule regular communication between all members of our management team through team and subcommittee meetings, phone communication including, a communication book, written communication such as letters, notices, and electronic communication.

2. Promote ethical and responsible decision-making

Our service will make decisions which are consistent with our policies, our obligations and requirements under the national education and care law and regulations, our approved learning framework (EYLF) and the ethical standards in our code of conduct.

3. Safeguard integrity in financial reporting

Our financial records will be completed/reviewed by the Finance subcommittee of the School Council which is audited by an independent accountant /auditor as part of the Department of Education and Training procedure.

4. Make timely and balanced disclosure

Unless there is a risk to the health, safety or wellbeing of a child enrolled at the service, our service will provide at least 14 days notice before making any change to a policy/procedure that may have a significant impact on our provision of education and care or a family's ability to utilise our service, including making any change that will affect the fees charged or the way fees are collected.

Staff in our service will also:

advise the regulatory authority of any required notifications including any change to the person designated as the nominated supervisor no later than 14 days after the change develop a Quality Improvement Plan that is completed regularly, available on request and ready for submission to the Regulatory Authority when requested.

5. Respect the rights of parents, carers and children

Our service will support and encourage the involvement of parents and families by:

- developing and implementing plans and policies to ensure regular communication with families
- enabling families to have access and provide input to reviews of policies and procedures
- providing space for private consultations
- providing and displaying a range of information about relevant issues
- ensuring we follow all policies and procedures.

Staff in our service will respect the rights of children by ensuring:

the nominated supervisor complies with their responsibilities under the national law and regulations.

Our children are provided with the experiences and learning which allows them to develop their identities, wellbeing and social connection.

7. Recognise and manage risk

Our service will take every reasonable precaution to protect children from harm and any hazard likely to cause injury. We will follow service policies including those covering Workplace Health and Safety, Child Protection, Excursions and the Delivery and Collection of Children and complete regular risk assessments and safety checks.

REFERENCES

Education and Care Services National Regulations 2011

National Quality Standard Early Years Learning Framework

Corporate Governance Principles and Recommendations ASX Corporate Governance Council

www.facs.gov.au

www.ncac.gov.au

EVALUATION


This policy, along with all aspects of the Outside School Hours Care program, will be reviewed annually in consultation with the Program Manager, the Principal and parent users of the program.

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, November, 2018.

Signed.....


School Council President

Signed.....


Principal