



Corporate Policy

Policy:	PSK7.6 Governance & Management of the Service Policy	Version no.:	2.3
Quality area:	Quality Area 7: Leadership and Service Arrangement	Date approved:	November 2023
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Policy statement

The Shepherd Centre has a robust governance framework in place to conduct the Preschool operations legally, ethically and with integrity. The Shepherd Centre's education and care service recognises the importance of having a framework of rules, relationships, systems and processes within and by which authority is exercised the organisation is controlled and managed.

Policy

Management

The Shepherd Centre Preschool is part of The Shepherd Centre (a not for profit/charity organisation).

The Approved Provider is the Shepherd Centre (CEO Aleisha Davis) holding the license issued by the Department of Education & Community Services NSW (ECECD).

The Approved Provider will ensure public liability insurance is current and provide a copy of certificate of currency to each Preschool venue annually.

The Director of Clinical Services reports to the Approved Provider and oversees the operation of the preschool.

Nominated Supervisor

The Nominated Supervisor oversees the day-to-day management of our Preschool education and care service. The Nominated Supervisor is accountable to the Director of Clinical Services for the operation of the Preschool.

More than one Nominated Supervisor can be nominated for each service by the Approved Provider. Each Nominated Supervisor must give written consent before undertaking the role (this consent is kept on their staff file at preschool as well as on their Head Office Human Resources file.).

Responsible Person

Approved providers must continue to ensure that a responsible person is present at a centre-based service at all times that the service is educating and caring for children. They are the person in day to day charge of the service and can be the Nominated Supervisor.

Staffing

The Centre consists of a team of people with varying degrees of experience and qualifications, which include: -

- Nominated Supervisor (Director): Early Childhood Teacher or Diploma of Children's Services.
- Responsible Person: Early Childhood Teacher or Diploma of Children's Services
- Educational leader: suitably qualified educator
- Educators: Minimum Certificate III in Children's Services

Educators/Staff work as a team by keeping the Nominated Supervisor informed of all issues that arise. In turn management work with staff and families when decisions are required, involving them and informing them.

Record Keeping

Our service will keep records for the following periods:

- If the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the service, until the child is aged 25 years.

- If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the service, until the child is aged 25 years.
- If the record relates to the death of a child while being educated and cared for by the service or that may have occurred as a result of an incident while being educated and cared for, until the end of 7 years after the death.
- If the record relates to the sexual abuse of a child, that has or is alleged to occur, records will be kept for at least 45 years from the date the record was recorded.
- If the case of any other record (enrolment, attendance, medication and child assessment relating to a child enrolled at the education and care service), until 3 years after the last date on which the child was educated and cared for by the service.
- If the record relates to the Approved Provider, until the end of 3 years after the last date on which the approved provider operated the education and care service.
- If the record relates to the nominated supervisor or staff member of an education and care service, until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the service.
- Quality Improvement plan – current year and previous 3 years for continuity.

Policy Development & Review

- Policy issues are to be researched by the Preschool Director or delegated to a suitable person and a draft prepared.
- The Director of Clinical Services and the Preschool Director/s educators discuss and edit draft policy.
- Parents/guardians are to be informed of when policies have been developed or reviewed so they can have input.
- All new or revised policies will then be authorised by the Approved Provider or Director of Clinical Services before being circulated to all stakeholders.
- All preschool policies will be reviewed as part of a two year cycle, to incorporate any changes to regulations or as circumstances deem necessary.

Notification of change to policies or procedures

Our service will ensure that parents of children enrolled at the service are notified at least 14-days before making changes to a policy or procedure that may have a significant impact on—

- the Preschool's provision of education and care to any child enrolled at the service; or
- the family's ability to utilise the service, or
- the fees charged or the way in which fees are collected.

If it is considered that the notice period of 14-days would pose a risk to the safety, health or wellbeing of any child enrolled at the service, we will ensure that parents of children enrolled at the service are notified as soon as practicable after making a change.

Statutory Legislation & Considerations

Education and Care Services Regulations 2018: Part 4.7

Links to National Quality Standard

National Quality area 7 Governance and Leadership	
7.1	Governance supports the operation of a quality service
7.1.1	A statement of philosophy guides all aspects of the service
7.1.2	Systems are in place to manage risk and enable effective management and operations
7.1.3	Roles and responsibilities are clearly defined and understood
7.2	Effective leadership builds and promotes professional learning
7.2.3	Educators performance is regularly evaluated and individual plans are in place

Links to Child Safe Standards

Standard 1	Child safety is embedded in organisational leadership, governance and culture.
Standard 3	Families and communities are involved and informed.
Standard 5	People working with children are suitable and supported.
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
Standard 9	Implementation of the Child Safe Standards is continuously reviewed and improved.
Standard 10	Policies and procedures document how the organisation is child safe.

Sources

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2018

[Guide to National Quality Standards 2018](#)