



# Licensee and Management

## Policy

- 1.1 Cheltenham Neighbourhood House Inc. is the Approved Provider under the Education and Care Services National Act and Regulations (2011) for Cheltenham Community Centre Childcare (CCC Childcare) and is the Licensee under the Victorian Children's Services Act and Regulations (2020).
- 1.2 Cheltenham Community Centre (CCC) Children's Services maintains sound management and governance systems to ensure:
  - a) Accountability to its stakeholders
  - b) Compliance with all regulatory and legislative requirements placed on the organisation, and
  - c) Continued solvency and compliance with all financial obligations.
- 1.3 This policy applies to the Approved Provider, Nominated Supervisor, Early Childhood Educators, staff and parents/guardians who wish to enrol or have already enrolled at CCC.
- 1.4 In order to assess whether the values and purposes of this policy have been achieved, we will:
  - a) Welcome feedback from everyone affected by this policy regarding its effectiveness
  - b) Monitor the implementations, compliance, complaints and incidents in relation to this policy
  - c) Keep the policy up to date with current legislation, research, policy and best practice
  - d) Revise the policy and procedures as part of the service's policy review cycle, or as required, and
  - e) Notify parents/guardians as least 14 days before making any changes to this policy or its procedures.

## Procedure

- 2.1 Every effort will be made to reflect the special nature of the community and encourage family input.
- 2.2 The needs of families, children, staff and educators will be taken into account in decisions regarding the operation of the service.
- 2.3 The approved provider will ensure accountability to users of the service, and that decisions are made in a legitimate way and in the best interest of the service.
- 2.4 The approved provider will ensure that there is correct handling of government funds.
- 2.5 Day to day operation of the services will be the responsibility of the nominated certified supervisor at CCC.
- 2.6 CCC has appropriate systems and policies in place for the effective governance and management of the service.

- 2.7 CCC maintains appropriate budgeting and financial accountability to enable ongoing viability and making best use of the service's resources.
- 2.8 The service abides by ethical standards and a code of conduct, which guide actions and decisions in a way that is transparent and consistent with the goals and values of the service.
- 2.9 CCC will apply the following ethical principles:
- a) treating colleagues, parents/guardians, children, suppliers, public and other stakeholders respectfully and professionally at all times
  - b) dealing courteously with those who hold differing opinions
  - c) respecting cultural differences and diversity within the service, and making every effort to encourage and include all children and families in the community
  - d) operating with honesty and integrity in all work
  - e) being open and transparent in making decisions and undertaking activities and, if that is not possible, explaining why
  - f) working to the standards set under the National Quality Framework and all applicable legislation as a minimum, and striving to continually improve the quality of the services delivered to the community
  - g) recognising the support and operational contributions of others in an appropriate manner, and
  - h) assessing and minimising the adverse impacts of decisions and activities on the natural environment.

## **Legislation and regulations**

- 3.1 Relevant legislation and standards include, but are not limited to:
- *Privacy Act 1988 (Cth.)*
  - *Family Assistance Law*
  - *Corporations and Associations Laws*
  - *Fair Work Act 2009*
  - *Education and Care Services National Law Act 2010(Vic) (or corresponding legislation)*
  - *Education and Care Services National Regulations*
  - *National Quality Standard, Quality Area 7: Leadership and Service Management*
  - *Standard 7.3: Administrative systems enable the effective management of a quality service.*
- 3.2 Under the National Law and National Regulations, early childhood services are required to have policies and procedures in place relating to the governance and management of the service, including confidentiality of records.
- 3.3 The most current amendments to listed legislation can be found at:
- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
  - Commonwealth Legislation - Federal Register of Legislation: <https://www.legislation.gov.au>

## Definitions

- 4.1 **Ethical standards:** a set of principles established by an organisation's management to communicate its underlying values, and provide a framework that can be used as a reference for decision making processes.
- 4.2 **Governance:** The process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, directions and control exercised in the organisation (Australian National Audit Office, 1999).
- 4.3 **Stakeholders:** A person with an interest or concern in something, especially a business. Examples of stakeholders that early childhood educators can engage in a community partnership include: families, peers, leadership, and committee of management (within early childhood education service) and other local early childhood education services.

## Sources and related policies

### 5.1 Sources

ACECQA - National Law <https://www.acecqa.gov.au/nqf/national-law-regulations/national-law>

ACECQA - National Regulations <https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations>

Child care compliance obligations.

[https://docs.education.gov.au/system/files/doc/other/child\\_care\\_compliance\\_obligations\\_-\\_a\\_reference\\_guide\\_from\\_2\\_july\\_2018.pdf](https://docs.education.gov.au/system/files/doc/other/child_care_compliance_obligations_-_a_reference_guide_from_2_july_2018.pdf)

Federal Register of Legislation. <https://www.legislation.gov.au/details/c2014c00076>

Management and Governance - Early Childhood Resource Hub

<https://www.echr.edu.au/docs/default-source/resources/ipsp/policies-in-practice-management-and-governance.pdf?sfvrsn=6>

### 5.2 Services policies and related documents

- Fees
- Parent complaint procedure
- Childcare code of conduct
- Confidentiality Policy and Guidelines
- Sustainability Policy
- CCC policies and procedures
- CCC Organisational Flow Chart

## Revision History

Date	Revision	Revised by
10/10/13	Created	Tammy Rowed
20/10/20	Updated	Leanne Lee-Ack
8/12/20	Reviewed for consistency with <i>CCC Policies &amp; Procedures Manual</i>	Catriona O'Neill

**Policy No.: 0068**