



GOVERNANCE AND MANAGEMENT POLICY

Purpose	The purpose of this policy is to communicate accountability to all stakeholders and compliance with all legislative obligations in the overall governance and management structures and systems of River School Early Childhood Centre.	
Scope	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status	Approved	Supersedes: All previous Governance and Management Policy specific to the River School ECC
Authorised by	Dee Farquharson	Date of Authorisation: 20 Oct 2021
References	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011: Regulations 29, 168(2)(l), 170, 171, 172, 173, 174, 175, 176, 180, 181, 183, 184, 185 • National Quality Standard: Quality Area 7.1.1 • River School Early Childhood Centre's Code of Conduct • River School Early Childhood Centre's Statement of Philosophy • River School Early Childhood Centre's Child Protection Policy • River School Early Childhood Centre's Child Risk Management Strategy • River School Early Childhood Centre's Privacy Policy • River School Early Childhood Centre's Dispute Resolution Policy • River School Early Childhood Centre's Quality Improvement Plan 	
Review Date:	Every 2 years	Next Review Date: 10 Sep 2023
Policy Owner:	AMEL Board	

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Policy Statement

River School Early Childhood Centre is committed to ensuring that there are appropriate governance and management arrangements and systems in place to enable:

- Compliance with all regulatory and legislative requirements placed on the service;
- Achievement of the mission and vision of the service;
- The service to remain solvent and comply with all its financial obligations; and
- Accountability to its stakeholders.

Key components of the service's governance and management arrangements are:

- The regulatory framework that the service operates in;
- The management structures of the service;
- The service's philosophy; and
- Core service policies.

Regulatory Framework

The National Quality Framework (NQF)

All in scope education and care services in Australia operate under an Australian Government initiative called the *National Quality Framework* (NQF).

The NQF is the result of an agreement between all Australian state and territory governments to work together to provide better educational and developmental outcomes for children using education and care services. The NQF introduced a quality standard to improve education and care across long day care, family day care, preschool/kindergarten, and outside school hours care.

Legislation

The foremost component of the NQF is the *Education and Care Services National Law (Queensland) Act 2011* (the Law). This Law regulates education and care services for children. The way that this Law is applied is detailed through the *Education and Care Services National Regulation 2011* (the Regulation). The Regulation is the practical details and rules under the Law.

The National Quality Standards

The *National Quality Standards* (NQS) are a schedule to the Regulation. Amongst other things, the NQS set out the minimum operational requirements, organised around each of the seven Quality Areas.

The Learning Framework

The approved learning framework for education and care services in Australia is the Early Years Learning Framework called *Belonging, Being & Becoming*. This document is generally referred to as the "EYLF". The aim of the EYLF is to extend and enrich children's learning from birth to 5 years and

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through the transition to Prep and beyond. It assists services to provide young children with opportunities to maximize their potential and develop a foundation for future success in learning.

In Queensland, approved kindergarten program providers are required to deliver learning programs that align with the *Queensland Kindergarten Learning Guidelines* or another kindergarten learning program accredited by the Queensland Curriculum and Assessment Authority.

Education Council

The Education Council is the council that oversees the implementation of the NQF by providing a forum through which strategic policy on school education and early childhood development can be coordinated at the national level, and also through which information can be shared and resources used collaboratively towards the achievement of agreed objectives and priorities. The Education Council appoints members of the Australian Children’s Education and Care Quality Authority board (see below).

The Australian Children’s Education and Care Quality Authority

Australian Children’s Education and Care Quality Authority (ACECQA) is the national body jointly governed by the Australian Government and state and territory governments to oversee the NQF system. The ACECQA Board is accountable to the Education Council.

Queensland Department of Education, Training and Employment

Under the NQF, each state and territory have their own Regulatory Authority that has primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the NQS. In Queensland, the Department of Education is the Regulatory Authority.

Management Structure

Legal Structure

The service’s legal structure is an Incorporated Company. *The River School Early Childhood Centre* operates under a not-for-profit model of management. The “Approved Provider” under the Regulation is *Ananda Marga Education Ltd (AMEL)* which oversees *The River School Early Childhood Centre* through the Board of AMEL.

Approved Provider

The Approved Provider is responsible for the overall performance of the service. It determines the service’s mission and purpose and sets the strategic directions of the organisation. It is governed by a Board Code of Conduct and has a policy regarding Board Conflicts of Interest.

Specifically, the Approved Provider is responsible for:

- Developing the service’s strategic plan;
- Appointing and monitoring the performance of the Nominator Supervisor;
- Ensuring that staff are employed in accordance with industrial obligations;
- Ensuring compliance with legal obligations;

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- Ensuring the on-going financial viability of the service;
- Monitoring and evaluating the service's performance against the strategic plan (including the Approved Provider's own performance);
- Enhancing the profile of the service in the community; and
- Recruiting and orienting new Board members.

Responsible Person

The National Law requires service providers to ensure that at all times the service is educating and caring for children, there is a responsible person present. A responsible person is either:

- The Approved Provider;
- The Nominated Supervisor; or
- A Certified Supervisor placed in day-to-day charge.

Nominated Supervisor

The AMEL Board nominates a staff member to be the Nominated Supervisor of the service. Along with the Approved Provider, the Nominated Supervisor is responsible for the operation of the service and for ensuring it is following the Law and Regulations.

At River School Early Childhood Centre the Nominated Supervisor is Anne Donoghoe.

Certified Supervisor Placed in Day-to-Day Charge

An educator may consent to be placed in day-to-day charge of the education and care service.

If a Certified Supervisor is placed in day-to-day charge at River School Early Childhood Centre, this information will be displayed at the entrance to the service.

Educational Leader

Under the Law and the Regulation, the Approved Provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, coordinator or other individual as educational leader at the service, to lead the development and implementation of educational programs in the service.

At River School Early Childhood Centre the educational leaders are Dee Farquharson & Katchia Avenell.

Service Philosophy

The guiding philosophy of the River School Early Childhood Centre is Neohumanism, the practice of love for all people (regardless of race, gender, culture, orientation, or religion), animals, plants, and the entire world.

Understanding that we are all members of one human family, humanity is like a beautiful garden with so many different kinds of flowers, each one adding to the beauty of the whole.

We believe in the uniqueness of every child. Each child has special gifts, their own learning timetable, and their special way of knowledge. The teacher's job is to see, with love, the uniqueness of each child,

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so that they can blossom in their own time, in the best possible environment for them. Each child has many facets to be valued and enhanced.

Play is the natural way that children develop a love of learning. Driven by their intense curiosity, children are investigators and constructors of their own knowledge, learning best through experiencing for themselves. Play based education activates within each child, the desire, confidence, and great pleasure that comes from being authors of their own learning.

We believe that the value of play is in the doing, not the end result.

Key Policies

Key policies at River School Early Childhood Centre are available to employees and families and are regularly reviewed and updated. The service is committed to:

- Child safety – see the Child Protection Policy, the Child Risk Management Strategy and the Child Safe Environment Policy;
- Health and safety – see the Work Health and Safety Policy;
- Professional and responsible behaviour – see the Code of Conduct for staff;
- Continuous improvement – see the Quality Improvement Plan;
- Privacy – see the Privacy Policy; and
- Effective dispute resolution – see the Dispute Resolution Policy.

Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, River School Early Childhood Centre will ensure that:

- Evidence of current insurance at the service is kept and made available as required.
- Prescribed information is displayed so that it clearly visible to anyone from the main entrance to the service premises.
- Department of Education is appropriately notified of prescribed circumstances and information within applicable timeframes.
- A copy of the Law and the Regulation is accessible at the service premises at all times for use by the Nominated Supervisor, employees, volunteers, and parents of children enrolled at the service and any person seeking to make use of the service.
- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.

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