



CHILDCARE MANAGEMENT POLICY

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Drafted by	Nicole Crook	Approved by Board on	Jul 2018
Responsible person	Nicole Crook	Scheduled review date	Feb 2019

INTRODUCTION

This Policy discusses a range of practices required for the management of an Approved Childcare Centre. It is in addition to the Governance Policies set out in Policy Section 1.2 and the Health and Safety Policies set out in Policy Section 3.

PURPOSE

This document sets out Childcare specific management requirements.

POLICY

The **Nominated Supervisor** together with the Business Manager is responsible for day-to-day management and must address key management and operational issues under the direction of, and the policies laid down by the Approved Provider, including:

- Developing and implementing organisational strategies and making recommendations to the Approved Provider on significant strategic initiatives;
- Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff;
- Having input into the annual budget and managing day-to-day operations within the budget;
- Maintaining an effective risk management framework;
- Keeping the Approved Provider and Regulators informed about any developments that may impact on the organisation's performance

Refer to the Staffing Policy for the appointment of Nominated Supervisors.

Philosophy and policies

- The development and review of the Philosophy and policies will be an ongoing process with input sought through a range of means including parent and staff newsletters, discussions with parents and children and electronic data gathering

methods.

- The philosophy will underpin all other documentation and the practices of Patersonia Early Learning will reflect the principles of the approved national early learning framework. There will be a collaborative and consultative process to support the development of the philosophy that will include children, families and Educators. The statement of Philosophy will be included in the Quality Improvement Plan for the service. The statement of purpose will define how the statement of philosophy will be implemented in the service.
- Policies and procedures will provide clear documentation that will define agreed and consistent ways of doing things to achieve the stated outcomes.
- Patersonia as the Approved Provider will ratify the Philosophy and the policies in line with the responsibilities and policies of the Board.
- All policy documents will be dated and include nominated review dates.
- The philosophy and policies will be available for all stakeholders and there will be reference to this in guardian and staff handbooks and general information.

Financial management

- Patersonia Early Learning will be involved in annual budget and business planning each year as part of Patersonia's planning process. The details of budgeting and fee setting are set out under the Fee Policy.
- Financial reporting including an income and expenditure statement and balance sheet will be presented to the Board on a regular basis and the opportunity provided to ask questions or seek further advice from any Board member.
- Patersonia's Board have appointed an advising accountant.
- It is the role of the Business Manager to undertake financial management functions for Patersonia.

Facilities and environment

- Patersonia will ensure regulations 103–115 relating to the physical environment required are maintained at all times.
- In the event of the relocation of the site Patersonia will ensure that the requirements of the regulations are considered if and when site re-arrangements are proposed.
- Work, Health and Safety policies and procedures will be implemented and maintained to ensure the safety of the facility.
- Work, Health and Safety implications will be considered by Patersonia in relation to educators locking up and leaving the service at the end of the day.
- Risk assessments of all practices will be undertaken, recorded and stored.

Systems and Processes

- Patersonia will select, implement and maintain an approved Child Care IT System.
- Patersonia will implement processes and procedures to ensure this system is used to meet regulatory and management requirements.

- Patersonia will ensure policies are reviewed in line with the Policy Review Schedule and kept up to date for changes in the industry.

Equipment and maintenance

- Appropriate equipment and furniture, to meet the needs of the children and educators, will be well maintained and safe.
- Processes will be in place for routine cleaning of toys and equipment.
- Processes will be in place for the cleaning and maintenance of the facility.

Review and evaluation of the service

- Ongoing review and evaluation will underpin the continuing development of Patersonia Early Learning. Patersonia will ensure that the evaluation involves all stakeholders, especially families, children and educators.
- The development of a Quality Improvement Plan (QIP) will form part of the review process. Reflection on what works well and what aspects of the service need further development will be included in the QIP.

Maintenance of records

- Regulation 177 outlines requirements and includes references to records that must be kept. Regulations 183–184 detail storage of records.
- There is a duty to keep adequate records about staff, families and children in order to operate responsibly and legally. Patersonia will protect the interests of the children and their families and the staff, using procedures to ensure appropriate privacy and confidentiality.
- The Approved Provider assists in determining the process, storage place and time line for storage of records.
- Orientation and induction processes will include the provision of relevant information to managers, educators, children and families.
- Clear guidelines on who will have access to which particular records will be given to managers, educators and families. These will be available at all times that the service is operational.
- The Approved Provider will need to ensure that the record retention process meets the requirements of the following government departments:
 - Australian Tax Office (ATO)
 - Family Assistance Office (FAO)
 - Department for Education and Communities (DEC)
- In the event of ceasing to operate, Patersonia will identify where the records will be kept and seek professional advice on the winding up.
- A list of nominated contacts for Child Care Management System, Australian Taxation Office and Superannuation funds, as well as any other accounts, will be maintained and available to all managers and educators. These contacts will be reviewed annually and updated as contacts change to ensure currency in communication for effective governance.

Maintenance of Information

- The Nominated Supervisor is responsible for ensuring all service records required under the Education and Care Services National Regulations (Regulation 168) and other relevant legislation, for example, Work, Health and Safety, Australian Taxation Office, Family Assistance Office, Department of Education, Employment and Workplace Relations (DEEWR) are maintained and for ensuring that information is updated regularly.
- Patersonia takes all reasonable precautions to ensure personal information that is collected, used and disclosed is accurate, complete and up-to-date.
- Individuals will be required to advise Patersonia of any changes that may affect the initial information provided.

RESPONSIBILITIES

1. The Board will:

- Regularly review this policy in line with the Policy Review Schedule and any relevant change in legislation or standard practice.

2. The Business Manager will:

- Ensure that the induction process includes training in this policy.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters.
- Review and report to the Board, as appropriate, on the effectiveness of the management systems.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the organisation.

3. All staff and volunteers at all levels will:

- Ensure that they are aware of the organisation's policy and undertake actions consistent with it.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to improve the policy.

PROCESSES

The Business Manager will review and change the organisation's procedures to ensure that these are in accordance with the principles expressed in this policy.

Staff and volunteers will follow these procedures.

RELATED DOCUMENTS

Education and Care Services National Law 2010

Education and Care Services National Regulations 2010 and 2014 Update (r103, 168, 171, 172, 173, 177, 183, 184, 185)

National Quality Standard (7.1, 7.3)
Family Assistance Law
Constitution
Philosophy
Service Quality Improvement Plan
Guardian Handbook
Fee Policy
Privacy Policy
Confidentiality Policy
Work, Health and Safety Policies
Finance Policy
Food Safety Standards
Child Care Provider Handbook – 29 May 2018
Child Care Legislation
Corporations Act