

# NSK and NCC OSHC Governance and Management Policy

|                       |  |   |
|-----------------------|--|---|
| <b>Purpose:</b>       | The purpose of this policy is communicate to stakeholders the governance and management structures and systems of Next Steps Kindy and Northside Christian College Outside School Hours Care.  |   |
| <b>Scope:</b>         | 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  |   |
| <b>Status:</b>        | Approved   | <b>Supersedes:</b> NSK Educator and Management Policy, NCC OSHC Management Policy and NCC OSHC Privacy Policy |
| <b>Authorised by:</b> | NSK and NCC OSHC Board   | <b>Date of Authorisation:</b> 13 Jun 2018   |
| <b>References:</b>    | <ul style="list-style-type: none"> <li>• <a href="#">Education and Care Services National Law Act 2010</a></li> <li>• <a href="#">Education and Care Services National Regulations 2011</a>: Regulations 29, 168(2)(l), 170, 171, 172, 173, 174, 175, 176, 180, 181, 183, 184, 185</li> <li>• <a href="#">National Quality Standard</a>: Quality Area 7.1.1</li> </ul> |   |
| <b>Review Date:</b>   | Every 2 years  | <b>Next Review Date:</b> 2020   |
| <b>Policy Owner:</b>  | Carl Wood, Emma Thomas and Rachel Moore  |   |

## Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care 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- Early Childhood

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 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.

### **The Learning Framework- Outside School Hours Care**

The approved learning framework for education and care services in Australia is the Early Years Learning Framework called *My Time, Our Place*. This document is generally referred to as the “MTOF”. The aim of the MTOF is to extend and enrich children’s learning for school age children in Outside School Hours Care, long day care and family day care settings.

### **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 has its 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, Training and Employment (DETE) is the Regulatory Authority.

### **Management Structure**

#### **Legal Structure**

The service’s legal structure is a company incorporated by guarantee. Next Steps Kindy and Northside Christian College Outside School Hours Care operates under not-for-profit model of management. This means that it has a Board of Directors and any surplus funds are fed back into the service. The Board of Directors of the service is referred to as the “Approved Provider” under the Regulation.

#### **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 the [minimum governance standards for responsible persons](#), as set out by the Australian Charities and Not for Profits Commission (ACNC), being the standards to which the Board of Directors must comply which includes the requirement to disclose and manage 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;
- 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.

To assist in undertaking its responsibilities, the Approved Provider (Board of Directors) has developed a subcommittee, called the NSK/ NCC Council, to assist in the oversight of its governance aspects. The NSK/ NCC Council is made of a diverse group of people who are professionals in their own industries, educators, or parents/ex-parents of the service.

### **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 person in day-to-day charge of the service.

### ***Nominated Supervisor***

The Board of Directors 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 Next Steps Kindy and Northside Christian College Outside School Hours Care the Nominated Supervisor is the Director at the Next Steps Kindy and the Coordinator at the Northside Christian College Outside School Hours Care.

### ***Person 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 Person is placed in day-to-day charge at Next Steps Kindy and Northside Christian College Outside School Hours Care, this information will be displayed at 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.

The educational leader at Next Steps Kindy will be the director or another qualified teacher. The educational leader Northside Christian College Outside School Hours Care will be the coordinator or another suitable educator.

## Service Philosophy

Next Steps Kindy and Northside Christian College Outside School Hours Care's philosophy is available on our services website <https://www.nextstepskindy.com.au/about-us> or <https://www.northside.qld.edu.au/outside-school-hours-care>

## Key Policies

Key policies at Next Steps Kindy and Northside Christian College Outside School Hours Care are provided to families on enrolment. All policies are available to employees and families, and are regularly reviewed and updated.

Policy provided at enrolment:

- Administration of Medication Policy
- Enrolment Policy
- Illness Policy
- Immunisation Policy
- Incident, Injury, Trauma Policy
- Medical Conditions Policy
- Nutrition Policy
- Sun Protection Policy
- Child Protection Policy

## Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, Next Steps Kindy and Northside Christian College Outside School Hours Care 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;
- DETE is appropriate 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.