Intereach Children's Services Governance and Leadership Policy

Applies to	Intereach Family Day Care (FDC) and Intereach Out Of School Hours (OOSH)				
Definitions	Refer to Schedule of Definitions: *Approved Provider, Responsible Person, Child Development Coordinator, Educational Leader, Nominated Supervisor, suitably qualified (Children's Services).*				
Version	4.0	Date approved	26/07/2023	Next review date	26/07/2026

1. Policy Statement

Intereach understands that efficient and effective governance and leadership arrangements are essential for high quality children's services. Intereach is committed to providing a skilled and engaged early childhood workforce, sound administrative and risk management systems, well documented policies and procedures, and a safe and healthy learning environment for children.

Effective leadership and governance will be a key factor of each service aided to promoting positive organisation cultures and building a professional learning environment.

Intereach acknowledges the need to act in accordance with requirements under the Education and Care Services National Law.

2. Objective

The objective of this policy is to provide a clear outline of the governance and leadership structures of Intereach Children's Services to ensure high quality education and care services are provided for children and families.

2.1. Governance Supports the Operation of a Quality Service

Intereach will ensure that there are effective systems, procedures and processes in place to support the service to operate effectively and ethically. An effective governance framework includes:

- a statement of philosophy based on the service's beliefs, values and aims for the educational program that the framework provides;
- an effective and efficient management system to:
  - o enable the operation of a quality service;
  - o ensure that all aspects of its operations, including policies and procedures, are consistent with the principles underlying the National Law, National Regulations and any other legislation that applies to the service;
  - o manage foreseeable and long-term risks to the service's operations and to children while they attend the service; and,
  - o ensure records are managed confidentially and information provided by stakeholders including parents/guardians is current.
- ethical codes and practices that guide decision-making;
- clearly defined roles and responsibilities that support effective decision making and operation of the service;
- an effective complaints management process; and,
- a continuous improvement approach to all aspects of the service and its educational program.

2.2. Effective Leadership Builds and Promotes a Positive Organisational Culture and Professional Learning Community

Intereach will ensure there is:

- effective leadership that builds and maintains a professional workplace in which all staff members can communicate and raise issues openly, participate in respectful debate and contribute to each other's ongoing professional learning;
- a positive work culture that is focused on quality practices, encourages management and staff to continuously improve the service for children and their families; and,
- organisational leadership, governance and culture that embeds child safety as a priority.

3. Responsibilities

It is the responsibility of the Chief Executive Officer to:

- perform the role of Approved Provider delegated authority;
- ensure a responsible person fulfils the role of Nominated Supervisor who in turn accepts responsibility for the day-to-day activities of Intereach Children's Services;
- ensure that an approved responsible person takes charge of the day-to-day operations of Intereach Children's Services when the Nominated Supervisor is not in attendance;
- employ suitably qualified (Children's Services) Child Development Coordinators to monitor and support FDC educators;
- appoint an Educational Leader who will lead the educational programs within the Intereach Children's Services; and,
- ensure that relevant policies and procedures are developed to ensure that Intereach Children's Services operate within regulatory requirements.

It is the responsibility of Nominated Supervisors to:

- accept the appointment of their role in writing and understand the legal responsibilities of the position;
- ensure that administrative systems are established and maintained to ensure the effective operation of the service;
- encourage collaboration between stakeholders e.g. families, educators and employees; and,
- communicate the governance structures within Intereach Ltd and the leadership of Children's Services to families.

It is the responsibility of employees in Intereach Children's Services and FDC educators to:

- have an understanding of the governance structures within Intereach Ltd and the leadership of Children's Services; and,
- comply with all relevant policies and guidelines within Intereach and participate in training to support working within the Policy Framework.

4. Licensing

- Intereach Ltd holds Provider Approval status granted under the Children (Education and Care Services) National Law (NSW).
- Intereach Ltd has Service Approval status for Intereach Family Day Care, Intereach Family Day Care Vic and Intereach Out of Hours School Care.

- As an Approved Provider the Board has responsibility to ensure the approved service complies with the relevant Law and Regulations including the Children (Education and Care Services) National Law (NSW), Education and Care Services National Regulations, Child Safe Standards NSW and VIC.
- Early Childhood Education Directorate, NSW Department of the Regulatory Authority for NSW Intereach children's services.
- Department of Education and Training is the Regulatory Authority for Vic Intereach Children's Services
- Intereach Children's Services operate under the Education and Care National Law 2010 and the Education and Care Services National Regulations 2011.

5. Funding

- Intereach Children's Services receives funding from the Community Child Care Fund from the Department of Education, Skills and Employment.

6. National Quality Framework

Standard/ Elements	Concept	Descriptor
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

7. Context	
7.1. Standards or other external requirements	Australian Children's Education and Care Quality Authority (2017). National Quality Standards Australian Children's Education and Care Quality Authority (2017). Guide to the National Quality Framework Early Childhood Australia (2016). Code of Ethics
7.2. Legislation or other requirements	Education and Care Services National Regulation 2011 Clause 168 Education and Care Services National Law Act 2010 169 *Child Safe Standards NSW* *Child Safe Standards VIC*
7.3. Internal documents	Refer to related policies and procedures, noting that all policies and procedures are relevant to the governance of service.

8. Document control			
Version	**Date approved**	**Approved by**	**Next review date**
1.0	07/08/2013	CEO and Stakeholder Policy review Group	07/08/2016
2.0	01/06/2016	Combined Leadership Group	01/06/2019
3.0	08/07/2020	Joint Leadership Governance Group	08/07/2023
3.1	15/03/2021	T. Mercer, Program Manager Quality (minor change)	08/07/2023
4.0	26/07/2023	Quality Governance Group	26/07/2026