



Governance and Management

Policy Statement

Liwara Catholic Outside School Hours Care (The Service) works alongside the Approved Provider, the Catholic Education Commission of Western Australia Trustees Association Inc., to provide a quality education and care service in accordance with all legal obligations.

Legal and financial obligations are met, by implementing clear and appropriate management and governance practices that support the Service aim to provide high quality care. Clear governance structures and lines of accountability, support the delivery of a high-quality service for children and their families and contribute to a culture of continuous improvement.

Service delivery is guided the philosophy and practices which are based on documented policies and procedures that are available at the Service.

Families are encouraged to participate in the management of the Service through provision of feedback to management through surveys and other communication strategies. They are encouraged to become involvement in service activities, social and community events.

Rationale

The Service is responsible to implement the principles pertaining to a genuine Catholic community, which is based on the commitment to support families in their role as the first educators of their children.

Through the establishment and implementation of our clearly documented governance structures, policies and management practices, roles and responsibilities are clearly defined and educators are focused on delivering quality education and care for all children.

Procedures


The Catholic Education Commission of Western Australia Trustees Association (CECWAT) is the approved provider and the legal entity responsible for the operation of the Service. These responsibilities are exercised through the Executive Director of Catholic Education Western Australia (CEWA). The Executive Director delegates responsibilities in the following way:

Responsibilities

The Approved Provider, through the Early Years Learning and Care team ensures that:

- The Service operates in accordance with all approval conditions.
- The Service complies with the Education and Care Services National Law (WA Act 2012) and Education and Care Services National Regulations 2012.
- The Service meets its obligations under family assistance law.
- Nominated supervisor is oriented into the role and aware of the responsibilities of maintaining the legal operation of the Service.
- Policies and procedures comply with all legislative requirements.



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- Regulatory authority is notified of circumstances set down within the Education and Care Services National Law Act in relation to changes that may require amendments to provider approval, service approval or nominated supervisor status.
 - Regulatory authority is notified of serious incidents, change of circumstances or complaints that occur in relation to the Service.

The Approved Provider through the School Principal ensures that the:

- Appointment of a suitably experienced nominated supervisor and educational leader.
- Service is adequately staffed with suitably qualified educators.
- Performance of educators is evaluated on an ongoing basis and individual development plans put in place to support professional learning and development.
- Service remains financially viable and can meet all financial obligations. This includes budget development and review.

The Nominated Supervisor is responsible for:

- The day to day operation and regulatory compliance of the Service.
- Communicating to the approved provider about matters that may affect the approved provider's ability to comply to the regulations.
- Overseeing the development and implementation of appropriate programs for the children attending the Service.
- Ensuring that documented policies and procedures are adhered to at all times.
- Maintaining, at least, the minimum educator to child ratios as required by the regulations
- Facilitating communication between educators and families.
- Ensuring children's records such as enrolments, emergency contacts, medical and developmental progress, are kept up to date.
- Reporting allegations of abuse, injury or illness to a representative of the Early Years Learning and Care team for forwarding to the relevant authority as required by the regulations.



References

Australian Children's Education & Care Quality Authority [ACECQA]. (2017). *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations 2011*.

ACECQA. (2018). *National Quality Standard*. Retrieved from <https://www.acecqa.gov.au/nqf/national-quality-standard>

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Ministerial Council for Education, Early Childhood Development and Youth Affairs. (2011). *Education and Care Services National Regulations*.

Australian Department of Education and Training. (2018). *Child Care Provider Handbook*. Retrieved from https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook.pdf

Document History

Document Title: Governance and Management – Policy & Procedure		
Content Owner	Catholic Education Western Australia	Document Author
Date Published January 2015	DOCUMENT VERSION V1.0	Early Years Learning and Care Team
Reviewed January 2015	Reviewed and edited content to align with requirements under the national regulations	Early Years Learning and Care Team
Reviewed September 2017	Reviewed and edited content to align with requirements under the national regulations	Early Years Learning and Care Team
Reviewed October 2018	Reviewed and edited content to align with requirements under the new national regulations	Early Years Learning and Care Team
Reviewed April 2020	Content Reviewed	OSHC Team
Revision Due Date April 2020		

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Governance

The Catholic Education Commission of Western Australia Trustees Association

The Catholic Education Commission of Western Australia Trustees Association (CECWAT) is the approved provider and the legal entity responsible for the operation of this service. These responsibilities are exercised through the Executive Director of Catholic Education Western Australia (CEWA).

As the approved provider CECWAT is responsible for the regulatory authority for ensuring that the service operates in accordance with all conditions of approval.

The Executive Director delegates the daily management responsibility for this Service to the School Principal. It is the responsibility of the School Principal to ensure that the Service is adequately staffed and resourced and that the premises and equipment are adequately maintained. The Principal is responsible for the financial compliance of the Service.

The Nominated Supervisor is responsible for the day to day operational compliance of the Service in regard to the requirements of the Education and Care Services National Law Act 2012.

Oversight of compliance with Education and Care Services National Law requirements, including the National Quality Standard, and family assistance law is delegated to the Early Years Learning and Care team.

