

TECOMA PRIMARY SCHOOL OSHC GOVERNANCE AND MANAGEMENT POLICY

POLICY STATEMENT

The governance of an organisation is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision, and accountability of a service. Members of the School Council and the School Principal are responsible for setting the directions for the service and ensuring that its goals and objectives are met in line with its constitution, and all legal and regulatory requirements governing the operation of the business are met.

Tecoma Primary School Out of School Hours Care Service is committed to ensuring that there are appropriate systems and processes in place to enable:

- Good governance and management of the organisation.
- Accountability to its stakeholders.
- Compliance with all regulatory and legislative requirements placed on the organisation.
- The organisation to remain solvent and comply with all its financial obligations.

BACKGROUND

Under the National Law and National Regulations, early childhood services are required to have policies and procedures in place relating to the governance and management of the service, including confidentiality of records (refer to the DET Privacy Policy).

LEGISLATIVE REQUIREMENTS

Section 13 Matters to be taken into account in assessing whether fit and proper person

Section 14 Regulatory Authority may seek further information

Section 21 Reassessment of fitness and propriety

Section 51 Conditions on service approval

Section 162 Offence to operate education and care service unless responsible person is present

Section 172 Offence to fail to display prescribed information

Section 173 Offence to fail to notify certain circumstances to Regulatory Authority

Section 174 Offence to fail to notify certain information to Regulatory Authority

Section 175 Offence relating to requirement to keep enrolment and other documents

Section 188 Offence to engage person to whom prohibition notice applies

Regulation 29 Condition on service approval – insurance

Regulation 31 Condition on service approval – quality improvement plan

Regulation 55 Quality improvement plans

Regulation 56 Review and revision of quality improvement plans

Regulation 84 Awareness of child protection law

Regulation 104 Fencing

Regulation 106 Laundry and hygiene facilities

Regulation 107 Space requirements – indoor space

Regulation 108 Space requirements – outdoor space

Regulation 109 Toilet and hygiene facilities

Regulation 110 Ventilation and natural light

Regulation 117 Glass

Regulation 117B Minimum requirements for a person in day-to-day charge

Regulation 157 Access for parents

Regulation 158 Children's attendance record to be kept by approved provider

Regulation 160 Child enrolment records to be kept by approved provider

Regulation 161 Authorisations to be kept in enrolment record

Regulation 162 Health information to be kept in enrolment record
Regulation 165 Record of visitors
Regulation 167 Record of service's compliance
Regulation 168 Education and care services must have policies and procedures
Regulation 170 Policies and procedures to be followed
Regulation 171 Policies and procedures to be kept available
Regulation 172 Notification of change to policies or procedures
Regulation 173 Prescribed information to be displayed
Regulation 174 Time to notify certain circumstances to Regulatory Authority
Regulation 174A Prescribed information to accompany notice
Regulation 175 Prescribed information to be notified to Regulatory Authority
Regulation 176 Time to notify certain information to Regulatory Authority
Regulation 177 Prescribed enrolment and other documents to be kept by approved provider
Regulation 180 Evidence of prescribed insurance
Regulation 181 Confidentiality of records kept by approved provide
Regulation 183 Storage of records and other documents
Regulation 184 Storage of records after service approval transferred
Regulation 185 Law and regulations to be available

DEFINITIONS

Actual conflict of interest: One where there is a real conflict between a School Council member's responsibilities and their private interests.

Conflict of interest: An interest that may affect, or may appear reasonably likely to affect, the judgement or conduct of a member (or members) of the School Council, or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the member of the School Council, but also their relatives, friends, or business associates.

Ethical practice: A standard of behaviour that the service deems acceptable in providing them services.

Governance: The process by which organisations are directed, controlled, and held to account. It encompasses authority, accountability, stewardship, leadership, directions, and control exercised in the organisation (Australian National Audit Office, 1999).

Interest: Anything that can have an impact on an individual or a group.

PROCEDURES

MANAGEMENT STRUCTURE

Tecoma Primary School OSHC has a committee of management which is a subcommittee of Tecoma Primary School Council. This subcommittee consists of the school principal, the OSHC coordinator and one or more parent representatives. This subcommittee meets approximately eight times per year and reports to School Council. All families that use the program are invited to be part of the subcommittee where they have the opportunity to provide program feedback and have input into the future planning and operation of the service.

The Approved Provider is responsible for

- Ensuring that the service has appropriate systems and policies in place for the effective governance and management of the service.

Core Elements of The Governance Model

The following are the core elements of the governance systems at Tecoma Primary School Out of School Hours Care Service for which the School Council is responsible:

- The service pursues its stated purpose and remains viable.
- Budget and financial accountability to enable ongoing viability and making best use of the service's resources.
- The service manages risks appropriately.
- Provide leadership, forward planning and guidance to the service, particularly in relation to developing a strategic culture and directions.

Authority, accountability, and control

- Monitor and oversee management including ensuring that good management practices and appropriate checks and balances are in place.
- Be accountable to members of the service.
- Maintain focus, integrity, and quality of service.
- Oversee legal functions and responsibilities.
- Declare any actual, potential, or perceived conflicts of interest (refer to Definitions)

Legal Liabilities of Members of The School Council

The School Council at Tecoma Primary School Out of School Hours Care Service is responsible to take all reasonable steps to ensure that the laws and regulations relating to the operation of the service are observed.

Members of the School Council are responsible for ensuring that

- Adequate policies and procedures are in place to comply with the legislative and regulatory requirements placed on the service.
- Appropriate systems are in place to monitor compliance.
- Reasonable care and skill is exercised in fulfilling their roles as part of the governing body of the service.
- They act honestly, and with due care and diligence.
- They do not use information they have access to, by virtue of being on the School Council improperly.
- They do not use their position on the School Council for personal gain or put individual interests ahead of responsibilities.

Responsibilities of the School Council

The School Council of Tecoma Primary School Out of School Hours Care Service is responsible for:

- Developing coherent aims and goals that reflect the interests, values, and beliefs of the members and staff, and the stated aims of the service, and have a clear and agreed philosophy which guides business decisions and the work of the School Council and staff.
- Ensuring there is a sound framework of policies and procedures that complies with all legislative and regulatory requirements, and that enables the daily operation of the service to be geared towards the achievement of the service's vision and mission.
- Establishing clearly defined roles and responsibilities for the members of the School Council, individually and as a collective, management and staff, and clearly articulate the relationship between the School Council, staff, and members of the service.
- Ensuring that the actions of and decisions made by the School Council are transparent and will help build confidence among members and stakeholders.
- Reviewing the service's budget and monitoring financial performance and management to ensure the service is always solvent and has a financial position.
- Approving annual financial statements.
- Setting and maintaining appropriate delegations and internal controls.
- Appointing all staff and monitoring their performance.
- Evaluating and improving the performance of the School Council.
- Focusing on the strategic directions of the organisation and avoiding involvement in day-to-day

operational decisions, particularly where the authority is delegated to staff within the service.

Confidentiality

All members of the School Council and/or subcommittees who gain access to confidential, commercially sensitive and other information of a similar nature, whether in the course of their work or otherwise, shall not disclose that information to anyone unless the disclosure of such information is required by law (refer to Privacy Policy). Members of the School Council and/or subcommittees shall respect the confidentiality of those documents and deliberations at School Council meetings, and shall not:

- Disclose to anyone the confidential information acquired by virtue of their position on the School Council or subcommittee.
- Use any information so acquired for their personal or financial benefit, or for the benefit of any other person.
- Permit any unauthorised person to inspect, or have access to, any confidential documents or other information.
- This obligation, placed on a member of the School Council or subcommittee, shall continue even after the individual has completed their term and is no longer on the School Council or subcommittee.
- The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the School Council or subcommittee as an observer or in any other capacity.

Ethical Practice

The following principles will provide the ethical framework to guide the delivery of services at Tecoma Primary School Out of School Hours Care Service:


- Treating colleagues, parents/guardians, children, suppliers, public and other stakeholders respectfully and professionally at all times.
- Dealing courteously with those who hold differing opinions.
- Respecting cultural differences and diversity within the service and making every effort to encourage and include all children and families in the community.
- Operating with honesty and integrity in all work.
- Being open and transparent in making decisions and undertaking activities, and if that is not possible, explaining why.
- Working to the standards set under the National Quality Framework and all applicable legislation as a minimum, and striving to continually improve the quality of the services delivered to the community.
- Disclosing conflicts of interest as soon as they arise and effectively managing them
- Recognising the support and operational contributions of others in an appropriate manner.
- Assessing and minimising the adverse impacts of decisions and activities on the natural environment.

Managing Conflicts of Interest

Conflicts of interest, whether actual, potential, or perceived, must be declared by all members of the School Council or subcommittee, and managed effectively to ensure integrity and transparency.

Every member of the School Council or subcommittee has a continuing responsibility to scrutinise their transactions, external business interests and relationships for potential conflicts and to make such disclosures in a timely manner as they arise. The following process will be followed to manage any conflicts of interest:

- Whenever there is a conflict of interest, the member concerned must notify the Principal of the conflict, as soon as possible.
- The member who is conflicted must not be present during the meeting of the School Council or subcommittee where the matter is being discussed, or participate in any decisions made on that



matter. The member concerned must provide the committee with all relevant information they possess on the particular matter.

- The minutes of the meeting must reflect that the conflict of interest was disclosed and appropriate processes followed to manage the conflict.

COMMUNICATION

This policy will be communicated to Tecoma Primary School community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from the OSHC program upon request.