

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	15/12/2015
Next Review Date:	15/12/2017

1. Policy Statement

The Loxton District Children's Centre (LDCC) and Management Committee understand it has a legal responsibility associated with operating the service. It is to provide leadership and overall strategy for the organisation as well as assuring everyone that the organisations balances are sound, it's operations are legal, and it's procedures work. The Management Committee has overall and ultimate responsibility for everything that happens with the centre. All records are required to be kept up to date and stored confidentially in a secure area with access by authorised persons only.

The service will provide a quality education and care service and will operate according to all legal requirements. It will make every effort to reflect the nature of the community and will encourage family input and take into account family, children's and educators/ staff needs in the operation of the service. The approved provider (Management Committee) will ensure that decisions are made in a legitimate way and in the best interests of the service.

All persons will comply with all policies and procedures when engaging in activities relating to the operation of the service and will conduct themselves in an ethical manner and abide by the code of conduct. All records will be maintained in a confidential and private manner.

2. Implementation

- To ensure that the organisation is properly set up and operates in accordance with relevant legislation and in a financially responsible manner.
- Ensure all team members are oriented into the roles and responsibilities of maintaining the legal operation of the service.
- Is responsible to the regulatory authority for ensuring that the service operates in accordance with the conditions of approval. This includes ensuring the presence of a certified nominated supervisor; the design, safety and maintenance of the premises; minimum number of educators and their qualifications; that educators, coordinators, staff and other persons who have contact with children are fit and proper; number of children in education and care within various age groups is not exceeded; appropriate policies, procedures and records in place etc.
- Responsible to notify the regulatory authority of those circumstances set down within the Education and care Services national law in relation to changes that may require amendments to provider approval and service approval status.
- All educators and staff will be given and have access to information legal and ethical requirements.
- All policies and procedures will be given to educators and staff, to keep updated and will also be accessible to families.
- A service code of conduct will be followed by all educators and staff.
- Ensure all policies and procedures are developed in line with current Education and Care Services National Regulations and National Quality Standards.
- Ensure if a change is made to a policy/ procedure, families, educators and staff are given an opportunity to provide feedback before being passed by the Management Committee.
- Information will be provided to all educators and staff on the ECA Code of Ethics.

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	15/12/2015
Next Review Date:	15/12/2017

Records

All records and information is to be stored appropriately and confidentially and will be maintained in accordance with legislative requirements.

- Kept in a safe and secure manner only accessible by authorised personnel.
- Be destroyed after a period of time in line with legislation.

Confidentiality

- The educators and staff will keep confidential all affairs of each child in their care and of their family's and shall not disclose any information to a third party, other than the service or as legally required to do so.
- Confidential conversations will be conducted in a quiet area away from other children, parents, staff and educators.
- All educators, staff, students and volunteers are to sign and abide by the service confidentiality agreement, before starting at the service.

Privacy

Every reasonable step will be taken to ensure that personal information held within the service is protected from misuse, loss and from unauthorised access, modification or disclosure.

3. Review

The Governance and Management Policy will be reviewed every two years.

4. References

Standard 7.1 Effective leadership promotes a positive organisational culture and builds a professional learning community.

Element 7.1.1 Appropriate governance arrangements are in place to manage the service.

7.1.2 The induction of educators, co-ordinators and staff members, including relief educators, it's comprehensive.

Standard 7.3 Administrative systems enable the effective management of a quality service

Element 7.3.1 Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.

7.3.2 Administrative systems are established and maintained to ensure the effective operation of the service.

7.3.3 The Regulatory Authority is notified of any relevant changes to the operation of the service, of serious incidents and of any complaints which allege a breach of legislation.

7.3.4 Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	15/12/2015
Next Review Date:	15/12/2017

7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

Regulations

- 167 Record of service's compliance.
- 168-172 Policies and procedures.
- 173-176 Display and reporting of prescribed information.
- 177-180 Prescribed records.
- 181-184 Confidentiality and storage of records.

5. Related LDCC Documents

- Management Handbook
- Staff Handbook
- Staff contracts
- Roles and Responsibilities for staff members
- Code of Conduct
- Confidentiality agreement

Endorsed by Director – Jo Mitchell

Director Signature.....Date/...../.....

Endorsed by Employee Rep. Name –

Employee SignatureDate...../...../.....

Adopted by Management Committee

Management Committee Chairperson Signature.....Date...../...../.....

Date Minuted:...../...../..... Date of implementation:/...../.....

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	15/12/2015
Next Review Date:	15/12/2017

Review History

Document History	Version No	Issue Date	Description of Change:
	1.0		Developed, November 2015