



MONTESSORI STEPPING STONES & WAABINY OSHC MANAGEMENT & GOVERNANCE POLICY



PURPOSE

Montessori Stepping Stones (MSS) aims to provide a quality education and care service and will operate according to all national and state legal requirements. We will make every effort to reflect the special nature of the community and will encourage family input and take into account family, children's and educator/employee needs in the operation of the service. MSS' decisions are made in a legitimate way and in the best interests of the services provided.

SCOPE

All people involved in the management and governance of MSS – as well as children, families, educators and staff who assist in the continuous improvement and implementation of quality practices.

DESCRIPTION/GENERAL

MSS understands it has legal responsibilities associated with setting up and operating a service. The approved provider of MSS has a legal responsibility to comply with Family Assistance Law; Education and Care Services (WA) National Law (2012); account for Australian Government funds; ensure the fitness and propriety of the provider, including managing bodies, and any authorised supervisor/nominee in day to day charge of the service; comply with any Australian Government funding agreements; and ensure the service remains financially viable.

MSS also understands its responsibility to maintain appropriate governance arrangements for the service that reflects the legal status and authority to hold a provider approval and service approval, and to effectively manage the service.

LEGISLATION AND GOVERNMENT REQUIREMENTS

Laws relating to protection of privacy and confidentiality; duty of confidentiality arising from contract with parent; to whom and when information must be disclosed;

- Privacy Act (1988)
- Education and Care Services National Law (WA) Act (2012); The following sections of the Act are relevant to governance and management of the service:
 - Provider Approval; Service Approval; Supervisor Certificates; Operating an Education and Care Service; Compliance with this Law; Monitoring and Enforcement
 - Education and Care Services National (WA) Regulations (2012)
 - Early Years Learning Framework for Australia, Framework for School Age Care in Australia

CHILDREN'S NEEDS

The provision of an ongoing quality education and care service.

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FAMILIES' NEEDS

The provision of a quality education and care service with transparent information about the MSS organisational structure. To have the opportunity to give input into educational curriculum and care at MSS

EDUCATOR/STAFF NEEDS

Competent management who efficiently manage and administrate MSS with a structure that allows for effective communication between management and staff.

MANAGEMENT NEEDS

Clarity of roles and responsibilities within a competent management team and appropriate decision making processes to comply with all legal responsibilities and family needs; continuity of management.

MSS will ensure that the organisation is properly set up and operates in accordance with relevant legislation and in a financially responsible manner as well as ensure all members of the management team are oriented into the roles and responsibilities of maintaining the legal operation of the service.

Families will be actively encouraged to participate in the continuous improvement of the services through:

- providing feedback to management through surveys, and other communication strategies;
- involvement in curricular and service activities, social and community events.

MSS is responsible to the regulatory authority for ensuring that it 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 and appropriate policies, procedures and records are in place.

MSS is responsible to notify the regulatory authority of those circumstances set down within the Education and Care Services National Law (WA) Act (2012) in relation to changes that may require amendments to provider approval, service approval, supervisor certificates or nominated supervisor status.

MSS is responsible for ensuring that effective strategies and resources are in place to allow the nominated supervisor to realistically achieve their role as required by the Education and Care Services National (WA) Regulations (2012). This will include:

- facilitating effective communication between the nominated supervisor and the approved provider
- the availability of adequate human and physical resources to meet the provisions of the regulations such as effective policies and procedures
- the availability of adequate financial resources to meet the provisions of the regulations
- the performance management and professional development of the nominated supervisor

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- The nominated supervisor is the person responsible for the effective supervision and control of the education and care service, that is, the person who is present at the service to:
- effectively communicate with the approved provider about strategic day to day operational matters and any matters that may affect the approved provider's ability to comply to the regulations
- professional development, supervision and performance management of educators/employees
- quality assuring the development and implementation of appropriate learning and development programs for the children attending the service
- maintaining up to date policies and procedures as required by the regulations
- maintaining at least the minimum educator to child ratios as required by the regulations
- overseeing of effective excursion plans to ensure the safety of children attending the excursion; facilitating communication between educators and families;
- ensuring children's records such as enrolments, emergency contacts, medical and developmental progress, are kept confidential and up to date
- reporting allegations of abuse, injury or illness to the relevant child protection authority as required by the regulations

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