

# GOVERNANCE POLICY

The Governance Policy provides the overall direction, effectiveness, supervision and accountability of a Service. REED Board and Management are responsible for guiding the direction of our Services, ensuring that goals and objectives are met in line with our philosophy, and all legal and regulatory requirements governing the operation of REED Services. REED is committed to robust governance and management systems, ensuring the effective, transparent and competent operation of services.

## PURPOSE

REED aims to ensure all legal and financial requirements are implemented and recognised through appropriate governance practices, providing quality education and care, meeting the National Quality Framework.

## SCOPE

This policy applies to the Approved Provider, Nominated Supervisors, Educators, Staff, Volunteers, Visitors and Families.

## EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

<b>S13</b>	Matters to be taken into account in assessing whether fit and proper person	<b>R 117A</b>	Placing a person in day-to-day charge
<b>S14</b>	Regulatory Authority may seek further information	<b>R 157</b>	Minimum requirements for person in day-to-day charge
<b>S21</b>	Reassessment of fitness and propriety	<b>R 158</b>	Minimum requirements for a nominated supervisor
<b>S51</b>	Conditions on service approval	<b>R 161</b>	Access for parents
<b>S162</b>	Offence to operate education and care service unless responsible person is present	<b>R 162</b>	Children's attendance record to kept by approved provider
<b>S165</b>	Offence to inadequately supervise children	<b>R 167</b>	Authorisations to be kept in enrolment record
<b>S172</b>	Offence to fail to display prescribed information	<b>R 168</b>	Health information to be kept in enrolment form
<b>S173</b>	Offence to fail to notify certain circumstances to Regularity Authority	<b>R 170</b>	Record of service compliance
<b>S174</b>	Offence to fail to notify certain information to Regularity Authority	<b>R 171</b>	Education and care services must have policies and procedures
<b>S175</b>	Offence relating to requirement to keep enrolment and other documents	<b>R 172</b>	Policies and procedures to be followed
<b>S188</b>	Offence to engage person to whom prohibition notice applies	<b>R 173</b>	Notification of change to policies and procedures
<b>R 29</b>	Condition of service approval -insurance	<b>R 174</b>	Prescribed information to be displayed
<b>R 31</b>	Condition on service approval-quality improvement plans	<b>R 175</b>	Time to notify certain circumstances to Regularity Authority
<b>R 55</b>	Quality improvement plan	<b>R 177</b>	Prescribed information to be notified to the Regularity Authority
<b>R 56</b>	Review and revision of quality improvement plans	<b>R 180</b>	Prescribed enrolment and other documents are to be kept by the approved provider

<b>R 73</b>	Educational Program	<b>R 181</b>	Confidentiality of Records to be kept by approved provider
<b>R 74</b>	Record of child assessments or evaluations for delivery of educational program	<b>R 183</b>	Storage of Records and other documents
<b>R 84</b>	Awareness of child protection Law	<b>R 184</b>	Storage of records after service approval transferred
<b>R 85</b>	Incident, injury, trauma and illness policies and procedures	<b>R 185</b>	Law and Regulations available
<b>R 136 (3)</b>	First Aid qualifications		

### THE APPROVED PROVIDER WILL ENSURE:

Compliance with the Education and Care Services National Law, Regulations, and Family Assistance Law. This includes appointing a Nominated Supervisor, Educational Leader, and Team Leader at each service, and ensuring all staff hold valid Working with Children Checks and are deemed fit and proper persons. Information will be supplied to the regulatory authority upon request, and up-to-date policies and procedures will be maintained in alignment with legislative requirements and the Service's philosophy. Families will be provided access to the premises during operational hours. All reasonable steps will be taken to protect children from harm, and incident records will be maintained in accordance with the Record Keeping and Retention Policy. Educator certification's will be kept current, appropriate public liability insurance will be held, and all legal and ethical obligations will be met. The physical environment, including facilities, equipment, and space, will comply with all relevant standards. Families will be given at least 14 days' notice of any changes to policies or procedures that affect fees, the education and care of children, or their ability to access the Service.

### NOMINATED SUPERVISOR WILL ENSURE:

Compliance with the Education and Care Services National Law and Regulations through regular audits, reviews, and risk management strategies. They are responsible for the day-to-day operation of the Service, including all reporting and notification requirements under the National Quality Framework and relevant legislation.

A strong partnership with the Approved Provider will be maintained through clear role definitions and open communication. In collaboration with educators, the Nominated Supervisor will ensure responsibilities are understood and aligned with current policies and procedures.

They will provide educators with the necessary training, resources, and support, and are responsible for identifying and reporting significant incidents, including WHS issues and complaints. Tasks will be delegated appropriately, while ensuring accountability remains with the correct staff.

The educational program will reflect the approved learning framework and support each child's identity and wellbeing. The Nominated Supervisor will complete and update the Quality Improvement Plan (QIP) at least annually.

### RELATED POLICIES AND PROCEDURES

Acceptance and Refusal Authorisation Administration of First Aid CCS Governance Code of Conduct Child Protection Child Safe Environment Dealing with Infectious Diseases Dealing with Complaints Delivery of Children to, and collection from ECEC Service Emergency and Evacuation Enrolment and Orientation	Nutrition & Food Safety Payment of Fees Privacy and Confidentiality Probation and Induction Orientation Record Keeping and Retention Safe Arrival of Children Safe Transportation of Children Sleep and Rest Staffing Arrangements Student, Volunteer and Visitor's Sun Safety
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Interactions with Children, Staff and Families Medical Conditions	Water Safety
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## SOURCE

Australian Children's Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2023). Policy and procedure guidelines. [Governance and Management Guidelines](#).

Australian Government. Department of Education. [Child Care Provider Handbook](#). (2024)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations](#). (2011). (Amended 2023).

[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

[Work Health and Safety Act 2011](#) (Cth).

## REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
August 2025	<ul style="list-style-type: none"> <li>Modification of template</li> <li>Revision of content (succinct and explicit)</li> </ul>	August 2027