

# Management Policy

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Management groups provide families and the local community an opportunity to participate in the management and structure of the Service. When they are involved in decision-making, families and the community are more likely to understand decisions and make a commitment to support the service.

## National Quality Standards (NQS)

Quality Area 7: Leadership and Service Management	
7.1	Effective leadership promotes a positive organisational culture and builds a professional learning community.
7.2	There is a commitment to continuous improvement.
7.3	Administrative systems enable the effective management of a quality service.

## PURPOSE

We are committed to providing a strong management team who are aware of their responsibilities to the Service, children, families, educators, and community. Management will adhere to Education and Care Services National Regulations(as amended from time to time) and the National Quality Standards, ensuring positive working relationships are formed. Educators and Management will maintain their professionalism at all times performing in an ethical manner, which is reflective of the Services philosophy and beliefs.

## SCOPE

This policy applies to management, educators and families of the Service.

## IMPLEMENTATION

### In relation to the Service:

- Management will seek input from families and Educators in the development and review process for all policies and procedures
- Management will ensure that the Service is supplied with current legislation and advice from recognised authorities in relation to Occupational Health and Safety.
- Management ensures that at least one member of staff is on the premises at most times with current training in Occupational Health and Safety.
- Independent audits for Occupational Health and Safety, Maintenance and Cleaning will be undertaken throughout the year.
- Independent audits and service of equipment for emergency safety will be undertaken including the inspection and service of emergency equipment e.g. exits lights, fire extinguishers.
- All electrical equipment will be tagged as per legislation requirements.
- Management will develop a professional development plan in collaboration with individual Staff and Educators to ensure currency and compliance
- Educators and management will continually review and update the Quality Improvement plan documenting continuous improvement.

### In relation to the Children and Families:

- Management will communicate information that relates to safety within the Service's environment and will seek feedback from families on this matter.

- Management will support families and/or children with additional needs, implementing appropriate individual management plans, AIR Plan etc. and work with support agencies to ensure we are providing a safe, supportive environment and continuity in care.
- Management will ensure all ideas and concerns are recognised and addressed.
- Management will seek assistance from families in the way of a parental feedback to represent the family body of the Service in respect to Policy decisions and any other areas of interest.
- Written information regarding the Service's management structure will always be made available to families and on display in each service.
- Written information regarding the procedure for handling grievances will always be made available to families and on display in each service.
- Information on management decisions that affect children, families or Educators is made available to Educators in a timely manner.
- Information regarding staffing changes that affect families and children are made available in a timely manner including the introduction of relief Educators.
- Families will always have the opportunity to communicate with management in their preferred method and their preference in the way to communicate will be respected and adopted by management and Educators.
- Management and Educators review the effectiveness of staffing practices to ensure continuity of care for children.

#### **In relation to Educators:**

- Management will provide professional development opportunities for all Educators
- Management works with Educators to develop an Individual Professional Development Plan that supports professional growth, reflection and goals and shows continuous improvement
- Educators are encouraged to network with other Services and agencies to share effective work practices and share current information relating to the industry
- Management encourages and supports Educators to participate in formal study that will lead to relevant and recognised qualifications
- Management encourages the input and involvement from resource people to help them develop their skills and encourage Educators to share such knowledge with their colleagues at monthly staff meetings.
- Management and Educators work together in reflecting on rostering changes to ensure that continuity of care is not compromised for the children or their families
- All staffing changes are systematically reviewed to identify ways to minimise stress for the children, families and other Educators especially with consideration to changes in roster.
- Management will seek input from Educators to ensure that staffing practices are effective and meeting the needs of families and Educators.
- Educators are encouraged to suggest ways of communicating with Management if they feel accessibility is not functioning at its best.
- All Educators are to take part in an induction process, performance review and feedback meetings. This is to be an opportunity for both Educators and Management to share their experiences and feedback and to both evaluate their practices.
- Management encourages Educators to be involved in an advisory, consultative and decision making role within the Service.
- Management will attempt to employ Educators from cultural and linguistic backgrounds of the children at the Service or that are represented in the greater community.

- All Educators will receive a copy of the Service's philosophy, policies and procedures; a job description; Employment Contract containing conditions of employment; Educators handbook and information on the Service's grievance policy on employment.
- Supporting Certified Supervisor, Educational Leader, Room Leaders and educators in their role at the service
- Keeping all Service families informed of events and pertinent matters
- Employing and inducting educators and other staff members to the service, ensuring they have a clear understanding of the centre philosophy, policies and procedures.
- Verifying educators and staff members qualifications in accordance with the ACECQA requirements
- Ensuring ratio and qualification requirements are met by educators and staff of the Service
- Ensuring all educators and staff comprehend and adhere to National Regulations, National Quality Standards and the Early Years Learning Framework
- Ensuring policies and procedures remain up to date and are followed by all employees.
- Ensuring all employees comply with the Code of Conduct and Australian Code of Ethics
- Working with current legislation and seeking advice from recognised authorities in relation to work health and safety.

#### **In relation to Education and Care Services National Regulations:**

- Management will ensure that Regulations are always being adhered to through strict Policies and Procedures.
- Educators and families will always have access to the current Regulations.
- During the induction process of Educators, the current Regulations will be discussed and Educators will be provided with a copy for their records.
- Procedures that support meeting current Regulations will be developed and implemented with consultation with Educators.
- Management will inform all Educators and families of any changes that need to take place because of Regulations
- Educators and families will be made aware of when the Service is going through the assessing process and how they can be involved

#### **In relation to Key Indicators set by the National Quality Standard:**

- All Educators will be introduced to the Quality Improvement Plan and National Quality Standard on employment as well as the system that the Service has in place to ensure reflection is occurring on a regular basis to meet the key standards and elements stipulated.
- All Educators will have access to information on the National Quality Framework including National Quality Standard, Early Years Learning Framework and Education and Care Services National Regulations.
- Quality Improvement is addressed directly in the Service's Professional Development Plan.
- A Quality Area represented in the National Quality Standard will regularly be address at Educators meetings and feedback regarding the National Quality Standard will be sought from families.

#### **Family involvement in the Management Group:**

- Whilst the Nominated Supervisor is responsible for the day to day running of the Service it is to be in line with the decisions of the Management Group.

- The Committee consists of a Chairperson, Approved Provider Representative, Nominated Supervisor, other senior members of staff and other representatives as required from time to time..
- Meetings are held once a quarter
- All families are encouraged to attend Management meetings and may comment on agenda items.
- A copy of the minutes of Management meetings is available to all families electronically on Childcarers . Notices and agendas of forthcoming meetings are also posted on Childcarers or may be emailed to families if more convenient.

#### Functions of the Management Committee:

The Committee has four vital functions and Committee members contribute to one or more of these functions, depending on their interests and skills:

- Communication - keeping the Service’s community informed of Committee decisions, new policies and events etc.
- Future planning - being actively involved in the Service’s Quality Improvement Plan and the Professional Development Plan for the Service
- Policy development – formulating and updating the Service’s policies and philosophies. The Nominated Supervisor, families and staff also contribute to the policy review process.
- The complete set of policies is available on the intranet and internet at any time. Families are encouraged to consult this regularly.

#### Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Early Years Learning Framework for Australia: Belonging, Being and Becoming

#### Review

Policy Review Date
November 2016