



GOVERNANCE AND MANAGEMENT

Aim

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure that the right decisions are made. A good village is determined by its good leadership and the uniform understanding of having a framework of rules, relationships, systems and processes, in which everyone has a part to play.

We believe that quality care is achieved through a general acceptance of these expectations as well as the accountability of all involved. As a service provider, we want to be transparent in our management and for everyone to know their roles and responsibilities as a part of The Little Village. The aim of this policy is to ensure all stakeholders know who is responsible at any given time.

All villagers will know their responsibility as well as their duty to provide and a safe, secure and comfortable environment. By upholding this policy, parents and carers will be able to direct their queries or concerns to the right person.

National Quality Standard

This policy links to the following NQS: National Quality Standards 6 & 7

Links to other policies

- Occupational Health and Safety
- Privacy and Confidentiality
- Acceptance and Refusal of Authorisations

Sources

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 168



Strategy

OWNER

The owners of The Little Village have ultimate responsibility for the effective management and legal compliance of the Centre. For this reason, they have the right to exercise the following:

- Appoint (or dismiss if necessary) members of staff
- Manage the business and financial affairs of the Centre
- Approve large purchases over \$150 (not including bills that have receipts)
- Be informed of complaints and/or grievances of staff members, families or the wider community
- Be informed of major incidents, accidents, traumas or other emergencies that arise at the Centre
- Be informed of decisions made during staff meetings that pertain to the above points
- Be informed of upcoming visits from the Regulatory Authority, ACECQA or Centrelink

DIRECTORS/RESPONSIBLE PERSONS

The Director has overarching responsibility for effective management and legal compliance for the day-to-day running of The Little Village. For this reason, the Director will be The Responsible Person, when physically on the premises and will be responsible for:

- Greeting families daily, and liaises with parents for all points of inquiry, grievance or feedback i.e. the face of The Little Village
- The management of staff and ensuring their adherence to National Regulations, Quality Framework as well as the Policies and Procedures of The Little Village
- Updating policies and procedures to reflect changing nature of National Regulations, Quality Framework and other Regulatory bodies
- The overseeing of educational programming, nutrition, special and medical needs, funding, hygiene, resources and general maintenance in accordance with National Regulations, Quality Framework and other Regulatory bodies
- Oversees the process of self-evaluation for ACECQA accreditation



- Have the role of Room Leader to ensure the effective implementation of educational program and be able to evaluate progress
- Have daily access to observations made by other staff, educators and carers and reflect outcomes and children's interests into the program
- Monitor the acquisition of learning outcomes from the Early Years Learning Framework (EYLF) and ensure observations are being linked to the correct outcome
- Acquire sound knowledge of theories of learning and development through professional development opportunities
- Seek to access current research and reflect finding to staff and implement relevant changes
- Rostering and daily routines to maintain ratio and optimum supervision of children by ensuring continuity of care
- Maintaining a regular pool of relief workers that are known to have WWC, background check and work ethic
- Have a willingness to coach, mentor and reflect alongside The Little Village team.

ROOM LEADER

The Room Leader is the responsible person within each room and will be the mediator between other staff, educators and carers within that room and other management. For this reason, they will be responsible for:

- Greeting all families daily, and liaises with parents and Director for all points of inquiry, grievance or feedback
- Ensure the safe entry and exit of children between rooms
- The administration of medication, First Aid and medical attention
- Be aware of all medical and special needs of each child and effectively communicate this to other staff, educators and carers
- Ensure all policies and procedures are being maintained for the safety and comfort of all children in their room
- Be aware of all incidents, traumas and accidents that occur throughout the day, before and after their shifts
- Communicate the development and growth of each child to the respective families and be aware of each child's daily activities including their eating and sleeping patterns

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- The safety and comfort of the children and will enforce all policies to maintain the highest quality care
- The consolidation of procedures and programming between all rooms to ensure uniformity between staff, educators, carers and children
- Relieving staff to allow time for completion of observations, reports and programming
- All staff, educators and carers whom report to the Director for delegation of daily responsibilities
- Ensuring supervision is active and appropriate at all times by making regular floor visits
- Ensuring that no staff member, educator or carer is left on their own at any time during the hours of operation
- Encouraging professional development for staff by organising, recommending and discussing potential opportunities
- Organising and sets up training and learning opportunities for parents
- Links The Little Village with local community services to enhance quality and overall well-being of children and their families
- Organising excursions and incursions that will encourage the development, curiosity and exploration of the little villagers
- Maintaining scope and vision of The Little Village by overseeing the planning, organisation and implementation of activities and educational programs to honor the philosophy of the Centre.

EDUCATIONAL LEADER

The Educational Leader is the heart and soul of our philosophy and will be responsible for the creation and implementation of educational programs that not only reflect The Little Village, but also adapts it to suit the individual needs of children based on their daily observations. For this reason, they will:

- Design indoor and outdoor educational programs that reflect The Little Village philosophy, by providing learning opportunities for all children and enabling them to explore their environment by making their curiosity led discoveries into meaningful experiences




- Have their Early Childhood Teaching qualifications and have a minimum of two years' experience
- Manage staff within their room and ensure effective and active supervision at all times
- Direct staff in their daily duties
- Maintain relationship between staff and that professionalism is maintained at all times
- Ensure the educational program is being implemented
- Monitor observations of children and link them to the EYLF
- Maintain hygienic practices
- Ensure the room is a child safe environment
- Report any incidents, accidents or traumas to the Director and ensure it is communicated to the family in a professional and sensitive way
- Report maintenance issues directly to the Director and follow-up on its completion
- Acquire sound knowledge of theories of learning and development through professional development opportunities
- Seek to access current research and reflect finding to staff and implement relevant changes
- Have a willingness to coach, mentor and reflect alongside their team.

STAFF, EDUCATORS AND CARERS

At The Little Village we know that we couldn't do anything without a strong team that works together for the benefit of each child that is placed under our care. We have high standards and are committed to providing quality care. For this reason, each employee is responsible for:

- Adhering to The Little Village policies and procedures
- Maintaining privacy and confidentiality at all times
- Have a sound knowledge of the National Regulations, Quality Framework and EYLF
- Providing active supervision of all children and all times
- Making pictorial and written observations of children and align them to the EYLF
- Communicate children's development and interests to Educational Leader

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- Consulting with the Room Leader and Educational Leader about the progress of individual children and what strategies can be taken to enhance learning experiences
 - Providing a child safe environment by removing potential hazards
 - Maintaining hygienic practices, cleaning regularly throughout the day
 - Administering medication and First Aid when required are reflective of the village philosophy
 - Follow requirements set out in their roles, and ensuring their actions are reflective of TLV philosophy.
 - Encouraging and maintaining positive relationships with children, families and other staff
 - Interacting with children to encourage their own identities and interests to flourish without impeding their self-esteem or value
 - Reporting unsafe behaviours or issues to Room Leader or Director
 - Develop their professional capacity by attending educational opportunities

ORDER OF AUTHORITY

All staff villagers should follow the guidance of the Director/Nominated Supervisor. In the absence of these persons, then the rostered Responsible Person will have the authority to make decisions that impact on the day-to-day running of TLV to safeguard the comfort and education of the Little Villagers.

If the Responsible Person or staff villager is unsure of the policies and procedures, they will contact the Director/Nominated Supervisor before making any decisions. If they cannot be reached, the Responsible Person must base their decisions on the National Regulations 2011 and the National Quality Framework to the best of their ability. Staff Villagers must support this decision unless it can cause an immediate risk of significant harm. In such cases, they should consult with the Responsible Person, without undermining them, and make an informed decision together.

The Responsible Person is a designated legal adult, with First Aid, Asthma and Anaphylaxis qualifications that has sound knowledge of the National Regulations and Quality Framework and can manage the day-to-day operations of the service.