

9.0 Governance Policy

Policy Rationale

The Governance Policy provides the overall direction, effectiveness, supervision and accountability of The Empathy Initiative. Management are responsible for guiding the direction of the program, ensuring that its goals and objectives are met in line with the philosophy, and all legal and regulatory requirements governing the operation of the service.

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process In place
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle
7.2.3	Development of professionals	Educators, co-ordinations and staff members'' performance is regularly evaluated and individual plans are in place to support learning and development.

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
168	Education and care services must have policies and procedures
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
181-184	Confidentiality and storage of records

PURPOSE

Our program aims to ensure all legal and financial requirements are implemented and recognised through appropriate governance practices.

SCOPE

This policy applies to staff of the program.

IMPLEMENTATION

Governance is the process by which The Empathy Initiative is directed, controlled and held accountable to ensure the right decisions are made.

The Empathy Initiative [Philosophy](#)

- The development and review of the philosophy and policies will be a continuous process on an annual basis or when required.
- The philosophy and associated statement of purpose will reinforce all other documentation and the practices of The Empathy Initiative. The philosophy will reflect the principles of the approved national curriculum.
- All documents will be dated and include nominated review dates.

[Confidentiality](#)

All members of Management along with Staff who gain access to confidential information, whether in the course of their work or otherwise, shall not disclose information to anyone unless the disclosure of such information is required by law and will respect the confidentiality of all documents and meetings that occur. This also includes:

- Using information acquired for their personal or financial benefit, or for the benefit of any other person
- Permitting any unauthorised person to inspect, or have access to any confidential documents or other information.

This obligation, placed on a member of Management or Staff shall continue even after the individual has completed their term and is no longer on the Management Committee or employed by the Service.

The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Management Committee.

[Ethical decision-making](#)

The Empathy Initiative will make decisions which are consistent with our policies and procedures which work in conjunction with the national curriculum and the ethical standards.

Review and Evaluation of the Service

- Ongoing review and evaluation will support the continuing development of the program.

Maintenance of Records

- The Empathy Initiative will adhere to record keeping requirements outlined in the National Regulations.
- The Empathy Initiative will adhere to the storage of confidential records outlined in the National Regulations.
- The Empathy Initiative has a responsibility to keep sufficient records about staff in order to operate dependably and lawfully.
- The Empathy Initiative will safeguard the interests of the children and staff, using procedures to ensure appropriate privacy and confidentiality practice is upheld

Managing conflicts of interest

- Conflict of interest, whether actual, potential or perceived, must be declared by all members of Management and staff, and managed effectively to ensure integrity.
- Every stakeholder that is in a position of management has a responsibility to ensure their transactions, external business interests and relationships will not provide potential conflicts and to make such disclosures in a timely manner as they arise.
- The following process will be followed to manage any conflicts of interest:
 1. Whenever there is a conflict of interest, the member concerned must notify the Director about the conflict
 2. The member who is conflicted must not be present during the meeting of the Management Committee or Management meeting where the matter is being discussed, or participate in any decisions made on that matter. The member concerned must provide the committee / Licensee with any and all relevant information they possess on the particular matter.
 3. The minutes of the meeting must reflect that the conflict of interest was disclosed and appropriate processes followed to manage the conflict.
 4. A Conflict of interest disclosure statement must be completed by each member of the Management Committee / Staff member upon his or her appointment and annually thereafter. If the information in this statement changes during the year, the member shall disclose the change to the CEO / Licensee, and revise the disclosure statement accordingly.

References

- 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.
- Confidentiality Policy

- Work Health and Safety Act
- Child Care Service Handbook (CCS)
- Revised National Quality Standards

Review

Version control date: April 2022

To be reviewed: December 2022