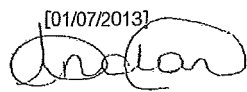
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1. Scope

1.1. Educators and management.

2. Policy Statement

The YMCA aims to provide quality care for all OSHC services, for Before and After School Care and Vacation Care for children aged from 5 to 12 years.

The YMCA is governed by a volunteer Board and managed through a CEO and Executive Management Team.

Each individual YMCA OSHC service is managed by an onsite Centre Coordinator who reports directly to a Children's Services Manager. This structure is supported by the YMCA Children's Services Management Team, along with YMCA Support Services, which is accountable to the Board, CEO and Executive Management Team.

Our services will operate according to all legal requirements of the Education and Care Services National Regulations, Education and Care Services National Law and the National Quality Standard, Quality Area 7.1.1 'Appropriate governance arrangements are in place to manage the service'.

We will ensure there is appropriate governance arrangements in place at all times, and there will be an ongoing process of review and evaluation and all relevant information will be available to all stakeholders.

3. Related Policies and Procedures/Guidance Notes



- 3.1. Confidentiality Policy
- 3.2. Fee Policy
- 3.3. Individual OSHC Service Quality Improvement Policy (QIP)
- 3.4. YMCA Philosophy
- 3.5. YMCA Parent Handbook
- 3.6. YMCA Staff Handbook

4. Responsibilities and Delegations

- 4.1. The Children's Services team is responsible for the review of this policy.
- 4.2. Educators and Management are responsible for the implementation of this policy.

5. Considerations

**THIS IS ANNEXURE "B"
TO THE STATEMENT OF
LIAM JOSEPH WHITLEY
DATED 22 OCTOBER 2013**

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- 5.1 National Regulation 103 'Premises, furniture and equipment to be safe, clean and in good repair'
- 5.2 National Regulation 168 'The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2)'
- 5.3 National Regulation 171 'Policies and Procedures to be kept available'
- 5.4 National Regulation 172 'Notification of change to policies or procedures'
- 5.5 National Regulation 173 'Prescribed information to be displayed'
- 5.6 National Regulation 177 'Prescribed enrolment and other documents to be kept by approved provider'
- 5.7 National Regulation 183 'Storage of records and other documents'
- 5.8 National Regulation 184 'Storage of records after service approval transferred'
- 5.9 National Regulation 185 'Law and regulation to be available'
- 5.10 National Quality Standard 7: Leadership and service management; Element 7.1.1 'Appropriate governance arrangements are in place to manage the service'
- 5.11 National Quality Standard 7: Leadership and service management; Element 7.3 'Administrative systems enable the effective management of a quality service'



6. Records Maintenance

This policy is to be reviewed biannually or as required based on operational or legislative change.

RESPONSIBILITIES

The responsibilities of the YMCA that cannot be delegated to any other person or body include:

1. YMCA organisational governance – setting or approving policies, plans and budgets to achieve the objectives, and monitoring performance against them
2. Strategic planning – reviewing and approving strategic direction and initiatives
3. Regulatory monitoring – ensuring that all services comply with all relevant laws, regulations and regulatory requirements
4. Financial Monitoring – establishing and maintaining systems of the financial control, internal control, and performance reporting; reviewing the service's budget; monitoring management and financial performance to ensure strength and good performance of each service
5. Financial reporting – considering and approving annual financial statements and required reports to government
6. Organisational structure – setting and maintaining a framework of delegation and internal control
7. Staff selection and monitoring – selecting, evaluating the performance of, rewarding and if necessary, dismissing of staff

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8. Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the service; agreeing to all policies and decisions on matters which create significant risk to the service, financial or otherwise
9. Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between board members, staff members, or volunteers

The **Nominated Supervisor** is responsible for the responsible for the day-to-day management of the service and to address key management and operational issues under the direction of, and the policies and procedures set by the YMCA, including:



1. Developing and implementing organisational strategies and making recommendations to the management team on significant strategic initiatives for the OSHC services
2. Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff
3. Being part of the OSHC service budget and managing day-to-day operations within the budget
4. Maintaining an effective risk management framework
5. Communicate with the management team and regulatory bodies on any developments that may impact on the YMCA organisation's performance

PROCEDURES

(a) YMCA Philosophy, Policies and Procedures

- The development of YMCA philosophy, policies and procedures will be an ongoing process.
- The YMCA philosophy statement will state the practices of the OSHC service and will reflect the principals of the National Quality Framework for school aged care "My Time, Our Place". There will be a collaborative and consultative process to support the development of the philosophy that will include the children, families and educators of the service.
- The educators of the service will include the YMCA philosophy in the services Quality Improvement Plan (QIP).
- Policies and procedures will be clear and will define agreed and consistent structure of the processes to achieve the stated outcomes.
- All documents will include, a date and include a nominated review dates.
- There will be a well updated index for the policies and procedures as some polices may address several aspects of the operations of the OSHC service.
- The YMCA philosophy, policies and procedures will be available for all staff, parents/guardians and visitors of the service.
- The YMCA Parent handbook and Staff handbook make reference to the YMCA philosophy and policies and procedures along with general operational OSHC information.

(b) Financial Management:

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- The YMCA will be responsible for developing and overseeing the budget of the OSHC service and for ensuring that the OSHC service operates within a responsible, sustainable financial framework. The Children's Services Manager will be responsible to ensure that the services within their designated region are within budget.
- The details about YMCA fees are outlined under the YMCA Fee Policy.
- Financial reporting is completed and Profit and Loss statements are generated every month

(c) Facilities and environment:

- Appropriate equipment and furniture, to meet the needs of the children and educators, will be maintained and kept in a safe manner at all times.
- There are daily, weekly, monthly and termly processes in place for routine cleaning of resources/toys and equipment.
- All staff will participate in regular audits through the use of the IMS templates.

(d) Review and evaluation of the service:

- The YMCA will ensure that regular review and evaluations are ongoing and will continue to further develop the OSHC service, involving, families, children, educators, management and board members.
- The OSHC service will develop a Quality Improvement Plan (QIP) the QIP will be part of an ongoing review and evaluation process which will reflect on all aspects of the OSHC service.

(e) Confidentiality:



- All management personnel and educators will at all times maintain confidentiality which is addressed in the Confidentiality Policy.

(f) Maintenance of records:

- As per the Education and Care Services National Regulations, Regulations states that the OSHC service has a duty to keep adequate records about staff, families and children in order to operate the OSHC service legally. The YMCA will protect the interest of the children and their families and the staff, using procedures set out in the YMCA Confidentiality Policy to ensure appropriate privacy and confidentiality.
- The YMCA has a set process for the storage place and timelines in place for the storage of records.
- The YMCA will ensure that the record retention process meets the requirements of the following government departments, and will ensure that all Children's Services Managers have the updated contacts of the below departments:
 - Australian Tax Office (ATO)
 - Family Assistance Office (FAO)
 - Department of Education, Employment and Workplace Relations (DEEWR)

(g) Work, Health and Safety:

- Policies and Procedures are in place to address the legal requirements relating to safety in the workplace of the OSHC service specific requirements.

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- The YMCA has a Work Place Health and Safety Advisor (WHS). The WHS Advisor ensures that staff are trained in WHS and that appropriate procedures are put in place. Please refer to the Work Place Health and Safety Policy.
- The Nominated Supervisor is responsible in conducting an IMS Report, which includes Work Place Health and Safety component to audit once per week. This report is then issued to the Children's Services Manager.
- The Nominated Supervisor will be responsible to notify the Children's Services Manager of and Work, Health and Safety issues as they arise.

7. Version History

Version	Description of changes	Author	Effective Date
1	NQF Compliance	AM. Nolan	June 2012
2	Review NQF Compliance	AM. Nolan	July 2013

I endorse the Governance and Management Policy.


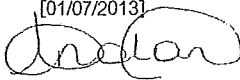
Name: Anne-Mary Nolan
 Children's Services Operations Manager

Signature:  Date: 01 July 2013

Name: Liam Whitley
 General Manager Children's Services

Signature:  Date: 01 July 2013

Board Endorsement

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Endorsed By: Phillip Hare



Position: Chief Executive Officer

Date: 01 July 2013