

# 32. Governance Policy

## National Quality Standards (NQS)

<b>Quality Area 7: Leadership and Management</b>	
<b>7.1</b>	Governance

<b>Education and Care Services National Regulations</b>	
<b>177</b>	Prescribed enrolment and other documents to be kept by the Approved Provider
<b>181</b>	Confidentiality of records kept by the Approved Provider
<b>183</b>	Storage of records and other documents

### PURPOSE

Our service aims to ensure all legal and financial requirements are implemented and recognised through appropriate governance practices, providing quality education and care, meeting the principles, practices and elements of the Early Years Learning Framework and the National Quality Standard.

### SCOPE

This policy applies to children, families, staff, management and visitors of the Service

### IMPLEMENTATION

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

### 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
- Revised Guide to the National Quality Standard 2018
- A Directors Manual – Managing an early education and care service in NSW
- <http://cccnsw.org.au/wp-content/uploads/a-directors-manual-sample.pdf>
- Confidentiality Policy
- Work Health and Safety Act
- Child Care Service Handbook (CCMS)

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