

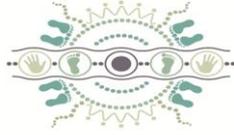
P7-14: Governance Policy

The Governance Policy provides the overall direction, effectiveness, supervision and accountability of a Service. The approved provider and management are responsible for guiding the direction of the service, 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.

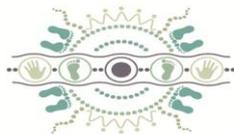
NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP | | |
|---|------------------------------|---|
| 7.1 | Governance | Governance supports the operation of a quality service that is child safe. |
| 7.1.2 | Management Systems | Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe. |
| 7.1.3 | Roles and Responsibilities | Roles and responsibilities are clearly defined 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 LAW AND NATIONAL REGULATIONS | |
|---|--|
| S. 2A | Paramount consideration—safety, rights and best interests of children |
| S. 3A | Paramount consideration |
| S. 4 | How functions to be exercised |
| S. 19 | Conditions on provider approval |
| S. 51 | Conditions on service approval |
| S.162 | Offence to operate education and care service unless responsible person is present |
| S.166A | Offence to subject child to inappropriate conduct |
| S.172 | Offence to fail to display prescribed information |
| S. 173 | Offence to fail to notify certain circumstances to Regulatory Authority |



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| S. 174 | Offence to fail to notify certain information to Regulatory Authority |
| S. 174AB | Approved provider must notify Regulatory Authority of event under section 174AA |
| S. 175 | Offence relating to requirement to keep enrolment and other documents |
| Part 6A | Devices in education and care services |
| S. 188 | Offence to engage person to whom prohibition notice applies |
| S. 269B | National Early Childhood Worker Register |
| S. 269E | Approved provider must give information to the National Authority for the National Early Childhood Worker Register |
| 29 | Condition on service approval-insurance |
| 31 | Condition on service approval-quality improvement plan |
| 55 | Quality improvement plan |
| 56 | Review and revision of quality improvement plans |
| 73 | Educational program |
| 74 | Record of child assessments or evaluations for delivery of educational program |
| 84 | Awareness of child protection law |
| 104 | Fencing |
| 106 | Laundry and hygiene facilities |
| 107 | Space requirements- indoor |
| 108 | Space requirements- outdoor |
| 109 | Toilet and hygiene facilities |
| 110 | Ventilation and light |
| 117B | Minimum requirements for person in day-to-day charge |
| 117C | Minimum requirements for a nominated supervisor |
| 157 | Access for parents |
| 158 | Children's attendance record to kept by approved provider |
| 160 | Child enrolment records to be kept by the approved provider and family day care educator |
| 161 | Authorisations to be kept in enrolment record |
| 162 | Health information to be kept in enrolment record |



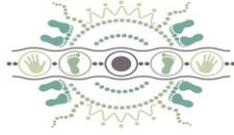
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| 167 | Record of service's compliance |
| 168 | Education and care services must have policies and procedures |
| 170 | Policies and procedures to be followed |
| 171 | Policies and procedures to be kept available |
| 172 | Notification of change to policies and procedures |
| 173 | Prescribed information to be displayed |
| 174 | Time to notify certain circumstances to Regulatory Authority |
| 175 | Prescribed information to be notified to the Regulatory Authority |
| 176 | Time to notify certain information to Regulatory Authority |
| 177 | Prescribed enrolment and other documents to be kept by approved provider |
| 180 | Evidence of prescribed insurance |
| 181 | Confidentiality of records kept by approved provider |
| 183 | Storage of records and other documents |
| 184 | Storage of records after service approval transferred |
| 185 | Law and regulations to be available |

RELATED POLICIES

All QDPA policies.

PURPOSE

Queanbeyan & District Preschool Association (QDPA) 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. We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions. QDPA ensures that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.



SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor, students, volunteers and visitors of the Association.

IMPLEMENTATION

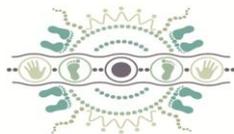
Under the Education and Care Services National Regulations, the Approved Provider must ensure that policies and procedures are in place in relation to the governance and management of the service and that they take reasonable steps to ensure those policies and procedures are followed (ACECQA 2021).

Governance is the process that directs and controls our Association, ensuring accountability, and supporting decision making. QDPA is managed and governed by a Management Committee. The Management Committee oversees all aspects of the operation of the Preschools in conjunction with the Executive Officer. The Management Committee and Executive Officer are the legal entity and takes on the role of employer and all responsibilities of the Approved Provider under the Education and Care Services National Law 2010, Education and Care Services National Regulations 2010, and other relevant legislation as required.

We are committed to providing a strong Management Committee team who are aware of their roles and responsibilities to the Preschools, children, families, educators, and community. The Management Committee will always maintain their professionalism, performing in an ethical manner, which is reflective of QDPA's values, mission, philosophy and strategic priorities.

The approved provider and nominated supervisors of QDPA preschools accept the legal responsibilities associated with establishing, administering, and maintaining QDPA. Management may include Persons with Management or Control of the Service (PMC) as defined by ACECQA. Persons with Management or Control may *participate in executive or financial decision-making or have authority or responsibility for, or significant influence over, the planning, direction or control of the activities or the delivery of the education and care service* (ACECQA 2023). QDPA has the following established positions:

| | |
|---|--|
| Approved Provider | Management Committee / Executive Officer |
| Executive Officer | Ashleigh Daly |
| Harris Park Preschool - Nominated Supervisor /Director | Ainsley Wellfare |
| Harris Park Preschool – Assistant Director & Educational Leader | Dorcas Hancock |



| | |
|--|--------------------|
| Karabar Preschool - Nominated Supervisor/Director & Educational Leader | Jenny Farnhill |
| Mura Preschool – Nominated Supervisor/Director & Educational Leader | Carly Smith-Beeson |
| Mura Preschool - Assistant Director & Educational Leader | Christina Cake |
| Waratah Preschool - Nominated Supervisor/Director & Educational Leader | Joanne Crammond |
| In addition, Responsible Persons are assigned at each Preschool | |

NATIONAL QUALITY FRAMEWORK (NQF) AND NATIONAL QUALITY STANDARD (NQS)

QDPA will ensure full compliance with the National Law and National Regulations at all times, and the approved provider will maintain provider approval under the NQF by continuing to meet all eligibility, suitability, and operational requirements to deliver education and care Services. The approved provider will follow and implement all directions or orders issued by the regulatory authority or Minister of Education. QDPA will participate in the NQS process as outlined within the Guide to the National Quality Framework. The approved provider and nominated supervisor will ensure all educators and staff are prepared for assessments and ratings, ongoing quality improvement, and compliance with all regulatory requirements. QDPA will work towards achieving an ‘Exceeding’ rating in all seven quality areas defined in the NQS of the NQF.

NOTIFICATION AND REPORTING

The approved provider is responsible for ensuring all notification and reporting requirements are met regarding the National Quality Framework, Family Assistance Law, Child Protection, Reportable Conduct Scheme, taxation and other legislation as required. Educators and staff will be informed of notification requirements during induction training and ongoing guidance, to ensure incidents are reported to the approved provider in a timely manner.

All notifications are made to the regulatory authority in writing, through the NQA ITS within the specified timeframes as outlined with the National Quality Framework.

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|--|---|
| Key notification and reporting requirements: please note this is not an exhaustive list, refer to the <i>Notification and Reporting Guide</i> for all notification requirements. | |
| National Law or Regulation | Notification to the regulatory authority by the approved provider |
| S. 37, 38, 39, 40 59, 59A, 86, | <ul style="list-style-type: none"> of changes regarding the approved provider, Persons with Management or Control or operational changes |



| | | |
|--|-----------|--|
| 173, 174, 174AB [NSW only], 306 R. 36, 174, 175 | Timeframe | Within 7 days (check notification guide as timeframes differ, 7 days is the minimum requirement) |
| S. 174 R. 12, 175, 176 | | <ul style="list-style-type: none"> of any incident or complaint that seriously compromises the safety, health or wellbeing of a child, including physical or sexual abuse |
| | Timeframe | within 24 hours or within 24 hours of the approved provider being aware of the incident, complaint or allegation |
| S. 56, 56A, 173 R. 35 | | <ul style="list-style-type: none"> of any changes to the nominated supervisor |
| | Timeframe | at least 7 days prior to the appointment (or as soon as possible, but no more than 14 days after commencement) |

| | | |
|-----------------------------------|--------------------------|--|
| National Law or Regulation | Notification to families | |
| S. 69 | | <ul style="list-style-type: none"> transfer of Service approval |
| | Timeframe | 7 days before transfer |
| S. 37, 38, 84 85, 86 R. 172 | | <ul style="list-style-type: none"> changes to policy or procedures that: <ul style="list-style-type: none"> affect the fees charged or the way they are collected significantly impact the service's education and care of children, or significantly impact the family's ability to utilise the service. |
| | Timeframe | At least 14 days before |
| R. 88, 93, 94 | | <ul style="list-style-type: none"> occurrence of an infectious disease medication administered during an emergency, including an asthma or anaphylaxis emergency |
| | Timeframe | As soon as practicable |
| R. 86 | | <ul style="list-style-type: none"> any incident, injury, trauma or illness involving their child |
| | | As soon as practicable, but within 24 hours |

CHILDREN'S HEALTH AND SAFETY

QDPA is dedicated to ensuring that all health and safety needs are met through the implementation of a high standard of hygiene practices to control the spread of infectious diseases, the prevention and management of injuries and illness, and to provide a safe and secure physical environment for children, in accordance with the *Administration of First Aid Policy, Administration of Medication Policy, Dealing with Infectious Diseases Policy, Workplace Health and Safety Handbook, Incident, Injury, Trauma & Illness Policy, Medical Conditions Policy, Nutrition and Mealtimes Policy, Food Safety Policy, Technology Policy, Sun Protection Policy, Supervision Policy, and Water Safety Policy.*



CHILD SAFE ENVIRONMENT

QDPA is committed to ensuring all educators, staff, students, and volunteers understand and consistently implement our child safe policies, including *Child Protection, Child Safe Environment, Code of Conduct Policies* to maintain a child safe environment in accordance with the National Principles for Child Safe Organisations – (Child Safe Standards)

No staff member, educator, volunteer will engage in or overlook any inappropriate conduct towards a child while on QDPA premises, during Service activities, excursions or any activity related to the Service. We ensure children being educated and cared for are adequately supervised at all times and including when using digital devices as part of the educational program.

To ensure children's safety, access to QDPA preschools will be refused to any parent, guardian or authorised person where their behaviour, actions or known circumstances pose a risk to the safety or wellbeing of children, staff, volunteers or visitors. The approved provider will keep copies of all court orders and other legal documents in the child's enrolment records to ensure that a parent is not permitted access to the Service or their child when a court order or parenting order prohibits such access.

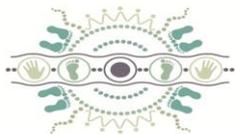
QDPA ensures that educators, staff, volunteers, and students are informed about the different ways children may express concerns, distress and disclose harm as well as the process for responding to disclosures from children- including a complaint that alleges a child is exhibiting sexual behaviours that may be harmful to the child or another child. (ACECQA, 2023.)

SERVICE PHILOSOPHY, SELF-ASSESSMENT AND QUALITY IMPROVEMENT PLAN (QIP)

Each preschool will develop a QIP within the first 3 months of operation in collaboration with children, parents/guardians, educators and the management team. The preschool philosophy will reinforce all other documentation and everyday practices, reflecting the principles of the approved national framework: *Belonging, Being and Becoming: The Early Years Learning Framework for Australia, V2.0*. QDPA will also have an overarching philosophy that underpins the values and beliefs around early education as a community based organisation.

The approved provider will ensure:

- the philosophy is developed to guide management, staff and business decisions and is included within the QIP



- the QIP reflects a culture of continuous improvement, assessing the preschools practices against the National Quality Framework and identifies areas of improvement
- the QIP is available at the preschool premises upon request and is updated at least annually or upon request by the regulatory authority
- the QIP is submitted to the regulatory authority upon request within the required timeframe
- coherent aims and goals, reflecting the interests, values, and beliefs of all stakeholders, are developed and recorded within the QIP as part of the preschool's self-assessment reflective procedures.

PHYSICAL ENVIRONMENT

QDPA will ensure the environment is safe, stimulating, clean, and well maintained by regularly inspecting and maintaining facilities, equipment, and resources, supervising children at all times, and providing spaces that support learning, engagement, and inclusive interactions in accordance with the National Quality Framework and *Physical Environment Policy*. The approved provider will ensure that requirements relating to the physical environment, space, equipment and facilities are met at all times children are educated and cared for.

STAFFING

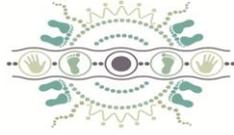
QDPA will comply with all staffing requirements as provided for under the National Quality Framework, in accordance with the *Staffing Arrangements Policy, Staff Selection, Recruitment & Induction Policy, and Code of Conduct*. The approved provider is responsible for implementing effective recruitment, induction, supervision, and performance processes; appointing and supporting suitable and qualified leaders and staff; ensuring compliance with legislative and regulatory requirements; maintaining clear roles, responsibilities, and records; and fostering a culture of accountability, professional growth, and child safety within the Service.

CODE OF CONDUCT

The standards of behaviour outlined in our *Code of Conduct* provide guidance for all staff and educators to make personal and ethical decisions related to confidentiality, recruitment, duty of care, record keeping, professional relationships and appropriate use of resources within QDPA. Employees, educators, staff and management are informed that inappropriate conduct and behaviour, including bullying, sexual harassment, discrimination and harassment will not be tolerated.

MAINTENANCE OF RECORDS

QDPA is committed to meeting all record-keeping requirements under the National Quality Framework, National Model Code, and relevant legislation, with the approved provider responsible for ensuring records are



accurately maintained, securely stored, regularly reviewed, and managed in line with authorisation, privacy, confidentiality, and retention requirements. Refer to *the Record Keeping and Retention Policy* for notification requirements and timeframes to the regulatory authority, Department of Education or other authority.

The approved provider will ensure key Service information is clearly displayed and accessible to families, staff, and visitors. This includes provider and service approval details, nominated supervisors, quality ratings, any waivers, operating hours, contact details for complaints and the regulatory authority, and the names of the responsible person and educational leader. In relation to Service ratings, the approved provider must display the current rating levels for each quality area under the NQS, the overall service rating, and any suspended or revoked ratings, as well as the quality rating certificate. The Service's quality and compliance history must be displayed, covering the past 2 years of compliance history, any prosecution information and compliance actions that are under review. Our Service will update the quality and compliance history statement following a change to NQS ratings issued or compliance notices issued, within 7 days.

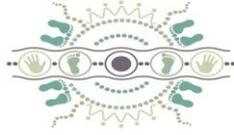
Notices must also be displayed if a child at risk of anaphylaxis is enrolled or if an infectious disease has occurred. Where required, our Service will display information in languages commonly spoken by families enrolled at the service to support understanding and inclusion.

The approved provider will collect and maintain digital staff records within the [National Educator Register](#) from 2026 and ensure the register is updated within 14 days following any changes about a staff member, educator, student or volunteer engaged in the Service.

CONFIDENTIALITY

All members of the management team along with the nominated supervisor, responsible person, educators, and 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.

Management, educators, staff, volunteers, visitors, families and children will maintain a high standard of confidentiality relating to the operation of QDPA, in accordance with the *Privacy and Confidentiality Policy and Procedure*. The approved provider will ensure records or information is not provided to persons unless authorised, as per Reg. 181, by implementing strict access controls, training staff on confidentiality obligations, and verifying requests against legal and regulatory requirements.



QDPA provides a safe and confidential process for reporting wrongdoing, misconduct, or any matter that may risk the safety, welfare, or wellbeing of children within the service through the *Protected Disclosure (Whistleblower) Policy*. This process supports a culture of integrity and accountability.

POLICY REVIEW AND MANAGEMENT

The approved provider will ensure policies and procedures are developed, implemented and maintained, in accordance with Reg. 168. The approved provider must ensure staff, students, volunteers follow Service policies and procedures.

The approved provider will ensure a culture of continuous improvement is maintained to ensure policies and procedures:

- comply with all legislative and regulatory requirements
- align with our QDPA and preschool philosophies and goals
- are followed and implemented by all educators and staff
- are routinely reviewed to reflect any changes to legislation or best practice recommendations
- are reviewed following any incident or complaint that reveal policy weakness reflect feedback from educators, staff, children and families

ETHICAL DECISION-MAKING

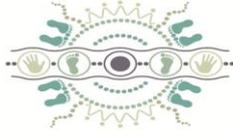
QDPA will make decisions which are consistent with our policies and procedures and that work in conjunction with the Education and Care Services National Law and National Regulations, our approved learning framework (EYLF), and the ethical standards within the Early Childhood Australia (ECA) Code of Ethics.

BUSINESS AND FINANCIAL PLANS

QDPA will comply with State Funding requirements associated with operating a fee reduction service for eligible families. We are committed to meet our obligations to maintain financial integrity and have effective compliance systems in place to ensure funding is administered appropriately. Management will continuously examine our business and service model to identify opportunities to cater to the needs of our families and community. Management will ensure a strategic plan and business plan is developed for the Service, in alignment with the Service Philosophy and purpose.

The approved provider will:

- ensure QDPA remains financially viable and can meet its debts and other obligations as they fall due by developing and implementing a budget or other financial management plan



- ensure QDPA holds a current insurance policy for public liability with a minimum cover of \$10, 000, 000 and that insurance documents are available upon request
- review QDPA's budget and monitoring financial performance and management to ensure QDPA is solvent at all times and has sound financial strength
- approve annual financial statements and providing required reports to government bodies and maintaining appropriate delegations and internal controls
- comply with funding agreements where appropriate.

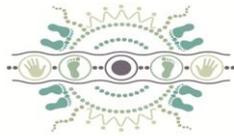
OWNERSHIP AND DISCLOSURE REQUIREMENTS

The approved provider will maintain transparency in governance and ownership arrangements by disclosing to the regulatory authority, as required, the names of any related entities and any subsequent changes within the required timeframes. The approved provider will clearly demonstrate the ownership structure:

- At each preschool premises,
- On the QDPA website and digital platforms,
- in all advertisements, and
- in any information required to be displayed under the National Law.

THE APPROVED PROVIDER IS LEGALLY RESPONSIBLE FOR:

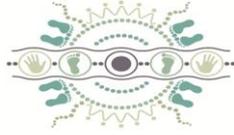
- regularly reviewing QDPA's operational and governance processes to ensure they are effective, compliant, and support continuous improvement
- ensuring compliance with the Education and Care Services National Law and Education and Care Services National Regulations
- ensuring all staff and volunteers are aware of QDPA's *Protected Disclosures (Whistleblower) Policy* and provide regular training to all staff and management on how to make a protected disclosure
- complying with all other NSW and Australian governments' legislation that impacts upon the management and operations of a Service
- ensuring compliance by all employees and educators with the National Quality Framework and other relevant legislation or laws as required
- ensuring educators, staff, students and volunteers have knowledge of and adhere to this policy
- providing new employees, students and volunteers with a copy of the *Governance Policy* and procedure as part of their induction and are advised on how and where the policy can be accessed
- ensuring families are aware of this *Governance Policy*



- adhering to legislative requirements related to for taking images or videos of children in early education and care
- acting honestly and with due diligence
- ensuring the number of children attending each preschool does not exceed the number of children as outlined within licensing requirements, by monitoring enrolments, attendance, and group allocations (exemptions may apply in an emergency: child protection order or urgent health care needs of a parent)
- being an employer, including all legal and ethical responsibilities that this entails
- managing control and accountability systems
- ensuring QDPA policies and procedures are readily accessible to the nominated supervisor, staff and volunteers at the Service
- providing QDPA policies and procedures upon request
- ensuring a copy of the Education and Care Services National Regulations and National Law is available at all times at the service for use by educators, staff, families and visitors (Reg. 185). These are available on the QDPA website.

THE NOMINATED SUPERVISOR IS RESPONSIBLE FOR:

- adhering to the Education and Care Services National Law and National Regulations
- developing ethical standards and a code of conduct which guide actions and decisions in a way that is consistent and reflective of QDPA's expectations
- undertaking periodical planning and risk assessments and having appropriate risk management strategies in place to manage risks faced by the preschool
- ensuring that actions taken, and decisions made are clear and consistent and will help build confidence in all stakeholders
- the day-to-day management of the preschool
- the effectiveness of QDPA's well-defined partnership between the management team and the nominated supervisor. The partnership requires clear understanding of roles and responsibilities, and regular and open communication
- producing outcomes together with educators and staff. Educators must agree on their responsibilities and work according to current policies and procedures
- identifying and reporting if something significant occurs (for example: Work Health and Safety; Fraud Prevention; Complaint handling)
- identifying work required for completion and delegate to the appropriate educator/staff
- ensuring educators and staff do not delegate responsibilities for which they are accountable for or



have been delegated to them by management

- delegate all tasks in writing with a clear due date
- ensuring educators are adhering to QDPA policies and procedures ensuring educators adhere to legislative requirements for taking images or videos of children in early education and care.

OVERVIEW OF QDPA MANAGEMENT COMMITTEE

The Management Committee is elected each year at our Annual General Meeting (AGM). All family members of children who attend the preschools are invited to join the Management Committee as well as members of the community as required. The members of the committee include:

Chair

Vice Chair

Treasurer,

Secretary,

General Committee members

Public Officer/ Teacher Representative (Executive Officer)

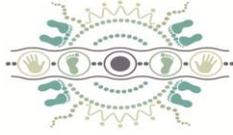
The Management Committee has an overall responsibility for the sustainability and relevance of QDPA. The Committee provides effective governance to support the operation of our quality education and care service and actively supports families to meaningfully engage with the Association philosophies, policies and procedures and provide feedback to ensure ongoing improvement.

NEW COMMITTEE MEMBERS

To meet our regulatory requirements, our Committee Members are required to provide certain information.

This information is used to lodge notifications with the Department of Education and the Australian Charities & Not-for-Profits Commission (ACNC). These requirements include:

- A completed Declaration of Fitness & Propriety document which is submitted to the Australian Children's Education & Care Quality Authority (ACECQA) to provide evidence they are deemed a fit and proper person as per the Education and Care Services National Law Act 2010 Section 12.
- A completed Application of Membership of Association form (current and past families membership fees of \$1 are considered paid as part of their advance fee payment for their child, however, the form requires completion)
- A clear photocopy/scan of a driver's licence (which is submitted to the Regulatory Authority as proof of identity with the PA02 Declaration form)



- Suitable qualification and/or resume to demonstrate fitness as a proper person to manage.
- A current NSW WWCC (Working with Children Check)
- Criminal History Check (Police Check)
- A completed Committee Member Confidentiality Agreement.
- A completed Conflict of Interest form (if required)

On acceptance of membership to our Committee, the Public Officer/Executive Officer will provide all of the information required to the new members and support any questions regarding the process of provision of these forms.

Persons who have been banned or disqualified by the Australian Securities & Investment Commission (ASIC) are not eligible to be members of the QDPA Management Committee. All prospective members of the Committee are checked against the ASIC “banned & disqualified” list for this reason.

STRATEGIC PLANNING

The Management Committee needs to plan beyond the end of their term of office to ensure the ongoing viability of the QDPA Association and our preschool services. Strategic planning, strong service policies and clear risk management procedures help to focus the committee, staff and families on working together towards the same long and short-term goals and thereby provide security and ongoing quality across the Association. A 5-year strategic Plan will be developed and maintained by the QDPA Management Committee in consultation with the Executive Officer & individual preschool directors.

IN RELATION TO THE ASSOCIATION, COMMITTEE MEMBERS WILL:

- Ensure they take their role and responsibilities seriously
- Adhere to the QDPA *Code of Conduct* and *Privacy and Confidentiality Policy*
- Have a valid Working with Children Check and criminal history check
- Receive relevant paperwork on commencement of the membership.
- Submit relevant paperwork back to the Executive Officer in a timely manner to meet the regulated timeframes for submissions
- Be involved in conjunction with families and educators in the development and review process for all policies and procedures
- Reflect upon and provide feedback on the strategic plan
- Ensure all ideas and concerns are recognised and addressed in a professional and timely manner



- Encourage family participation in the Management Committee to represent the family body of QDPA
- Make written information regarding the Association’s structure available to families at all times
- Ensure a suitably qualified and experienced Executive Officer oversees the day to day running of the Association
- Will formally declare any conflicts of interest, whether actual, potential or perceived

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Governance Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

SOURCE

Australian Children’s Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Australian Children’s Education & Care Quality Authority. (2025). Policy and procedure guidelines. [Governance and Management Guidelines](#).

Australian Government. Department of Education. [Child Care Provider Handbook](#). (2025)
[Children \(Education and Care Services\) National Law \(NSW\)](#)

Early Childhood Australia Code of Ethics. (2016).

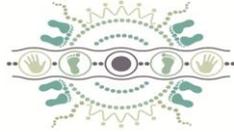
[Education and Care Services National Law Act 2010](#).

[Education and Care Services National Regulations](#). (Amended 2025)

NSW Government. (2025). [Education and Care Services \(Supply, Authorisation and Use of Devices\) Order 2025](#).

REVIEW

| Version Control | Date | Author | Description of Change |
|-----------------|------|--------|---|
| 1.0 | 2021 | QDPA | Original document |
| 2.0 | 2022 | QDPA | Scheduled Review <ul style="list-style-type: none"> • Extensive detail added in relation to Management Committee role and referencing to QDPA Constitution • Section on QDPA Policies & Procedures added • Additional law/regulations added in Links and document as required- ACECQA Guidelines to Policy and Procedure document (August 2021) • Mura Preschool added to outlined positions table • Appendix – Organisation Chart updated to include Mura Preschool • Related policies added • Sources checked for currency |



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|-----|------------------|------|--|
| 3.0 | February 2025 | QDPA | <ul style="list-style-type: none"> • annual policy maintenance • new regulations added re: storage of records • minor formatting changes • sources updated as required • removed duplicated information • updated reference from managing director to executive officer |
| 4.0 | February 2026 | QDPA | <ul style="list-style-type: none"> • annual policy maintenance • added information about not permitting any inappropriate conduct to children • added information re: refusal of entry of persons if children’s safety is at risk • additional information added regarding display of compliance history statement • major review of structure of policy in alignment with ACECQA policy Guidelines • added amendments to National Law (NSW) • exceptions for access to parents added • additional information added re: Ministerial Directions (NSW) • sources updated as required |