

GOVERNANCE POLICY

PURPOSE

Village Early Education is committed to effective, transparent and accountable governance that supports the safe, lawful and sustainable operation of each Service.

Governance arrangements will ensure clear responsibility and decision-making, effective management and risk controls, compliance with legislative and regulatory obligations, sound financial management and continuous improvement.

The safety, rights and best interests of children are the paramount consideration in all decisions and actions relating to the operation of our Services.

GOVERNANCE AND ACCOUNTABILITY

Village Early Education will maintain governance and management systems that support the effective operation of each Service and ensure responsibilities and decision-making authority are clearly defined. The Approved Provider has overall responsibility for ensuring each Service operates in accordance with the Education and Care Services National Law and Regulations, the National Quality Framework, Family Assistance Law and other applicable legislation.

Management responsibilities may also be held by Persons with Management or Control (PMC), being persons who have authority or significant influence over the management, direction or control of the Approved Provider or its education and care services.

The Approved Provider and management will ensure:

- clear roles, responsibilities, delegations and lines of accountability are maintained
- decisions are made lawfully, ethically and in the best interests of children
- appropriate governance, compliance and risk management systems are in place
- Services have access to the resources, systems and support required to operate effectively
- governance arrangements are regularly reviewed and improved.

CHILD SAFETY IN GOVERNANCE

Children's safety, rights and best interests will take priority over financial, operational or other competing considerations when decisions are made about the operation of a Service.

Governance and management systems will support a child safe culture and ensure relevant legislative requirements relating to child protection, child safety, appropriate conduct, supervision and the use of digital technologies are implemented.

Detailed requirements for maintaining a child safe environment are contained within the Child Safe Environment Policy, Child Protection Policy, Child Safety and Wellbeing Policy and Code of Conduct.

FIT AND PROPER PERSONS

The Approved Provider will ensure that persons required to be assessed as fit and proper meet the requirements of the National Law and Regulations.

The Approved Provider and Persons with Management or Control will provide information required by the Regulatory Authority to assess or reassess fitness and propriety and will notify the Regulatory Authority of relevant changes in circumstances as required.

MANAGEMENT SYSTEMS AND RISK

Village Early Education will maintain effective systems to identify, assess, manage and monitor operational, regulatory, financial and child safety risks.

The Approved Provider and management will ensure appropriate systems are in place for compliance monitoring, internal controls, incident and complaint review, record keeping, financial oversight and risk escalation.

Nominated Supervisors and Centre Managers are responsible for implementing these systems at Service level and for promptly identifying and escalating significant risks, incidents or compliance concerns.

STAFF SUITABILITY, SCREENING AND TRAINING

Village Early Education will maintain systems to ensure persons engaged by the organisation meet all applicable suitability, screening, qualification and training requirements.

This includes ensuring required Working with Children Checks, teacher registrations and other prescribed checks are valid and appropriately monitored, and that relevant persons complete required child protection and child safety training within legislated timeframes.

The Approved Provider will ensure information relating to educators, staff, students and volunteers is maintained and provided to the National Early Childhood Worker Register where required.

Detailed recruitment, screening, qualification, training and monitoring requirements are contained within the Recruitment Policy, Staffing Arrangements Policy and associated procedures.

REGULATORY COMPLIANCE AND NOTIFICATIONS

Village Early Education will maintain systems to identify, monitor and comply with notification and reporting obligations under applicable legislation.

The Approved Provider will ensure required notifications are made to the appropriate authority within prescribed timeframes.

Nominated Supervisors, Centre Managers and employees must promptly report and escalate incidents, circumstances or changes that may trigger a notification requirement.

PRESCRIBED INFORMATION AND TRANSPARENCY

The Approved Provider will ensure information required by legislation is displayed or otherwise made available at each Service.

This includes prescribed information relating to the provider and service approval, responsible persons, educational leadership, operating information, regulatory authority contact details, quality ratings, waivers and other prescribed notices.

Village Early Education will maintain and display Service quality and compliance information as required by applicable legislation and will update this information within required timeframes.

Information provided to families, employees, regulatory authorities and the community will be accurate, current and transparent.

RECORDS, PRIVACY AND INFORMATION MANAGEMENT

Village Early Education will maintain complete, accurate and secure records in accordance with legislative, privacy, confidentiality and retention requirements.

Access to records will be limited to authorised persons and information will only be collected, used, disclosed and retained where authorised or required.

POLICY GOVERNANCE

The Approved Provider will ensure required policies and procedures are developed, implemented, accessible and reviewed in accordance with legislative requirements.

Management and Centre Managers are responsible for ensuring policies and procedures relevant to their Service or area of responsibility are understood, implemented and followed in practice.

Village Early Education will maintain systems to ensure policies and procedures:

- reflect current legislative and regulatory requirements
- align with the organisation's philosophy and practices
- are reviewed following relevant legislative changes, incidents, complaints or identified compliance issues
- support continuous improvement.

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Decisions made on behalf of Village Early Education must be lawful, ethical, transparent and consistent with organisational policies, the National Quality Framework and the safety, rights and best interests of children.

Actual, potential or perceived conflicts of interest must be disclosed promptly.

A person with a conflict of interest must not improperly influence or participate in a decision relating to that conflict. Conflicts will be documented and managed through appropriate controls to protect the integrity of decision-making.

FINANCIAL GOVERNANCE

Village Early Education will maintain appropriate financial governance and internal controls to support the ongoing viability and lawful operation of its Services.

The Approved Provider will ensure:

- appropriate budgeting, financial monitoring and internal controls are maintained
- Services remain financially viable and capable of meeting their obligations
- required insurance is maintained
- financial and funding obligations are met
- government funding and Child Care Subsidy are administered in accordance with applicable requirements
- appropriate delegations and approval processes are maintained.

Detailed requirements relating to Child Care Subsidy, fees and family accounts are contained within the CCS Governance Policy and Payment of Fees Policy.

SERVICE PHILOSOPHY AND CONTINUOUS IMPROVEMENT

Village Early Education will maintain a Service Philosophy and Quality Improvement Plan for each Service in accordance with the National Quality Framework.

The Approved Provider, management, Nominated Supervisors and Centre Managers will support ongoing self-assessment, reflection and continuous improvement.

Each Service's Quality Improvement Plan will be reviewed and maintained in consultation with relevant stakeholders and made available as required by legislation.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Governance Policy* will be evaluated and reviewed by the approved provider and nominated supervisor 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. All families will be notified 14 days before any policy change that may have a significant impact on the provision of education and care to any child enrolled at the Service or the family's ability to utilise 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, coordinators, 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. 4	How functions to be exercised
S. 13	Matters to be taken into account in assessing whether fit and proper person
S. 19	Conditions on provider approval
S. 21	Reassessment of fitness and propriety
S. 51	Conditions on service approval
S. 162	Offence to operate education and care service unless responsible person is present
S. 162A	Child protection training
S. 162B	Child safety training
S. 166A	Offences relating to inappropriate conduct
S. 172	Offence to fail to display prescribed information
S. 173	Offence to fail to notify certain circumstances to Regulatory Authority
S. 174	Offence to fail to notify certain information to Regulatory Authority
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 plans
56	Review and revision of quality improvement plans
73	Educational program
74	Documenting 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 space
108	Space requirements— outdoor space
109	Toilet and hygiene facilities
110	Ventilation and natural light
117A	Placing a person in day-to-day charge
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
128B	Child protection training
128D	Foundation child safety training
128E	Advanced child safety training
154A	National Early Childhood Worker Register
154B	Approved provider must give information to the National Authority for the National Early Childhood Worker Register
157	Access for parents
158	Children’s attendance record to be 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
167	Record of service’s compliance
168	Education and care service 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
174A	Prescribed information to accompany notice
175	Prescribed information to be notified to the Regulatory Authority
176	Time to notify certain information to Regulatory Authority

176B	Nominated supervisor, staff member or volunteer must notify the approved provider of changes
176C	Approved provider must notify the Regulatory Authority of changes
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 LEGISLATION

Family Assistance Law – Incorporating all related legislation as identified within the [Child Care Provider Handbook](#)

SOURCES

Australian Children's Education & Care Quality Authority. [Approved learning frameworks](#)

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

Australian Children's Education & Care Quality Authority. (2026). Policy and procedure guidelines. [Governance and Management Policy Guidelines](#).

Australian Government. Department of Education. (2026). [Child Care Provider Handbook](#).

Early Childhood Australia. (2016). *Code of Ethics*

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

[Education and Care Services National Regulations 2011](#)

Work Health and Safety Act 2011 (Cth). <https://www.legislation.gov.au/Details/C2017C00305>

REVIEW

POLICY REVIEWED BY	Kelsey Pearce		
POLICY REVIEWED	AUGUST 2026	NEXT REVIEW DATE	NOVEMBER 2026
VERSION NUMBER	V16.08.26		
MODIFICATIONS	• updated policy structure for clarity and consistency • additional law and regulations added • fit and proper person information added • added child safety, screening and training governance requirements • updated notification, record keeping and compliance requirements • removed duplicated operational content covered in other policies		