

ECEC POLICY



Governance and Management Policy	Document No:	R168 2 (I)
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Responsible Officer: Early Childhood Coordinator	Version	01
Authorising Officer: Family Services Manager		

The City of Greater Geelong is a Child Safe Organisation. We take the wellbeing and safety of children seriously and have zero tolerance for child abuse of any kind.

1. PURPOSE

The Governance and Management Policy outlines the responsibilities of managing all Early Childhood Education and Care (ECEC) Services within the requirements of the City of Greater Geelong, Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011 including Amendments 2017 and the National Quality Standard.

2. SCOPE

ALL SERVICES:

The Approved Provider of an Education and Care service has the responsibility to ensure that all Services have in place policies and procedures related to the governance and management of the Service, including confidentiality of records.

It is important for each individual City of Greater Geelong ECEC Service to have effective leadership and management to ensure high quality education and care services are delivering quality outcomes for children and families.

In line with the **Paramountcy Principle (s2A)** every person involved in delivering our education and care services will ensure that the safety, rights and best interests of children is the **paramount consideration in all their decisions and actions**.

3. REFERENCES

- Education and Care National Regulations 2011
- Amendments 2017
- Education and Care National Law Act 2010
- Amendments 2017
- Education and Care National Quality Standards
- National Principles for Child Safe Organisations
<https://childdsafe.humanrights.gov.au>
- Child Safe Standards 2022 2,11

4. ECEC POLICY

ALL SERVICES MANAGEMENT WILL:

- Ensure all persons comply with policies and procedural requirements when engaging in activities relating to the operation of ECEC Services. They will ensure all persons conduct themselves in an ethical manner and abide by codes of conduct.
- Ensure all records are maintained in a confidential and private manner.
- Ensure each Service has appointed a fully informed and accepting, Nominated Supervisor, to be responsible for the day-to-day operation of each service, and to be available during all hours of operation.
- Ensure each Service has a suitably qualified and accepting person available at each service, to step in as the Responsible Person in the event that the Nominated Supervisor is unavailable.
- Ensure each Service has a suitably qualified and accepting staff member as a designated Educational Leader, who will lead the development of the Services curriculum.
- Ensure there are clear and precise policies, procedures and guidelines available to all families, educators and staff that clearly outline the expectations of the service and adhere to the Education and Care Services National Regulations 2011 and the Education and Care Service National Law Act 2010.
- Ensure all team members have completed the **ECEC Policy & Regulation Training** – Annual Refresher Training (held once a year at a Team meeting)
- Recruit staff and educators that meet the definition of a Responsible Person under the National Regulations and Law Act and the Child Safe Standards.
- Ensure the Educator to Child ratios—centre-based services; are maintained at all times.
- Ensure that there are always two educators in attendance; as a minimum for all times the Service is operating; above and beyond the educator to child ratios. (*Family Day Care Programs excluded*).
- Ensure all educators included in calculating the educator to child ratio of a centre-based service are educators working directly with children at the service.
- Ensure the qualification requirements for educators at a centre-based service for children preschool age or under are as follows—
 - (a) at least 50 per cent of the educators who are required to meet the relevant educator to child ratios for the service must have, or be

actively working towards, at least an approved diploma level education and care qualification; and

(b) all other educators who are required to meet the relevant educator to child ratios for the service must have, or be actively working towards, at least an approved certificate III level education and care qualification.

- Ensure each centre-based service is required under regulation 130 to 135 to have access to an Early Childhood Teacher for a period, subject to regulation 122 that teacher is counted as an educator at the service for the purposes of this regulation.
- Ensure that parents of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure referred to in regulation 168 or 169 that may have a significant impact on—
 - (a) the service's provision of education and care to any child enrolled at the service.
 - (b) the family's ability to utilise the service.
 - (c) before making any change that will affect the fees charged or the way in which fees are collected.
- Ensure all newly appointed staff undertake a full Council / Corporate Induction and a full ECEC Orientation to their specific Service prior to commencement in their role.
- Ensure all staff complete their Annual Performance Review with a leader each year between July and September, and that they meet 1:1 with their leader to discuss their review.
- Ensure disciplinary procedures for non-compliant educators and staff are documented.
- Ensure the information required to be available at each Service under regulation 177.
- Ensure the **Biannual Compliance Audit** is undertaken in January and July as part of a system to keep up to date with regulatory requirements.
- Ensure their Room Leaders complete the **Biannual Safety Audit** in January (February) & July – on their Program Room , playground and team members & submit to Centre Leadership.

ALL STAFF AND EDUCATORS WILL:

- Be aware of Regulatory Policies, Procedures and Guidelines, where they can be accessed, and ensure that they are followed at all times. **ECEC Policies App** – found on all Program Room iPads.
- Read through Policies and Guidelines on an annual basis to maintain a working knowledge (facilitated through Team Meetings & Room Collaborations)
- Participate in the **ECEC Policy & Regulation Training** – Annual Refresher Training (held once a year at a Team meeting)
- Understand and work within all relevant Regulations, Frameworks and Guidelines. (Our Professional Guiding Documents)
- Room Leaders – *support* people leaders with **Biannual Compliance Audit** for items that reflect your program room.

- Room Leaders complete **Biannual Safety Audit** for their Program Room, playground and with their team members.
- Be aware of the Responsible Person for the Service on any given day.
- Ensure the safe and secure storage of all information set out in Regulation 177.

5. CHILD SAFETY REFORMS

In line with Child Safe Standards and the 2025/2026 Child Safety Reforms (VECRA) to ensure Victoria's early childhood education and care services are providing safe, high-quality education and care our staff will be provided with opportunity to complete annual DE Protecting Children - Mandatory Reporting and Other Obligations for Early Childhood Online Training; and every two years **National Child Safety Training**.

6. QUALITY RECORDS

See City of Greater Geelong ECEC Educator Handbook 2024. **ECEC TEAM APP.**

See City of Greater Geelong **ECEC Policies App.**

See City of Greater Geelong **ECEC Leadership App.**

See City of Greater Geelong – **Learning Hub - Induction Courses for new staff**

7. ATTACHMENTS

National Principles for Child Safe Organisations - <https://childsafe.humanrights.gov.au>

See Guidelines for Students in ECEC Services.

See City of Geelong Volunteers Handbook – Council Document.

ECEC Policy & Regulation Training PowerPoint Presentation

Biannual Compliance Audit - <https://geelongcity.jotform.com/231550679535058>

Biannual Safety Audit - <https://geelongcity.jotform.com/231716711179053>