



GOVERNANCE POLICY

PURPOSE

Kilkenny OSHC is committed to maintaining strong governance practices that ensure effective leadership, accountability, financial integrity and regulatory compliance.

The service prioritises the safety, rights and best interests of children above all other operational, financial or organisational considerations.

Governance systems will support:

- Child safe service delivery
- Ethical decision-making
- Continuous quality improvement
- Compliance with legal and regulatory requirements
- Transparent leadership and accountability

This policy aligns with:

- My Time, Our Place Framework V2.0
- National Quality Standard – Quality Area 7

SCOPE

This policy applies to:

- Approved Provider
- Persons with Management or Control
- Nominated Supervisor
- Educators and staff
- Volunteers and students
- Families and visitors





LEGISLATIVE AND REGULATORY FRAMEWORK

Kilkenny OSHC complies with:

- Education and Care Services National Law 2010
- Education and Care Services National Regulations
- Family Assistance Law and Child Care Subsidy requirements
- Work Health and Safety legislation
- Privacy and confidentiality laws
- Child protection and child safe standards

Relevant regulatory obligations include:

- Provider and service approval conditions
- Notification and reporting obligations
- Record keeping and compliance requirements

NATIONAL QUALITY STANDARD

Quality Area 7 – Governance and Leadership

Kilkenny OSHC will ensure:

- Effective management systems
- Clearly defined roles and responsibilities
- Continuous improvement processes
- Professional leadership and learning culture

The service will work towards achieving and maintaining high quality NQS ratings.



GOVERNANCE STRUCTURE

Kilkenny OSHC governance roles include:

- Approved Provider
- Nominated Supervisor
- Governing council office holders chair, treasurer and secretary
- Persons with Management or Control
- Educational Leader
- Responsible Persons

Roles and responsibilities will be documented and communicated during induction.

APPROVED PROVIDER RESPONSIBILITIES

The Approved Provider is legally responsible for overall service operation and compliance.

Responsibilities include:

- Maintaining service and provider approvals
- Ensuring regulatory compliance
- Monitoring financial viability
- Implementing quality improvement systems
- Ensuring staffing and operational safety
- Ensuring policies are implemented and accessible

The Approved Provider will:

- Act honestly and with due diligence
- Maintain insurance coverage (minimum \$10 million public liability)
- Maintain appropriate delegations and internal controls
- Ensure service capacity does not exceed licensed enrolments

Policies and the Education and Care Services National Law must be available on site.





NOMINATED SUPERVISOR RESPONSIBILITIES

The Nominated Supervisor is responsible for day-to-day management including:

- Operational decision-making
- Risk management and safety oversight
- Staff supervision and support
- Program quality and delivery oversight
- Compliance monitoring

The Nominated Supervisor will:

- Adhere to National Law and Regulations
- Support staff training and development
- Report incidents, complaints or risks to management
- Ensure policy compliance

Tasks must be delegated in writing where appropriate.

PERSONS WITH MANAGEMENT OR CONTROL

Persons with management or control may participate in:

- Financial decisions
- Strategic planning
- Operational governance

They must:

- Disclose conflicts of interest
- Maintain ethical conduct
- Support child safe organisational culture





EDUCATIONAL LEADERSHIP

The Educational Leader will:

- Lead curriculum development and pedagogy
- Support educator reflection and professional learning
- Oversee programming aligned to My Time, Our Place

The Approved Provider will provide support and professional development opportunities.

QUALITY IMPROVEMENT AND SELF-ASSESSMENT

Kilkenny OSHC will maintain a Quality Improvement Plan (QIP) that:

- Is developed within 3 months of operation
- Reflects stakeholder feedback
- Identifies improvement goals
- Is reviewed annually

The QIP will be available on request at the service.

RISK MANAGEMENT AND SAFETY

The service will maintain risk management systems to protect children, staff and visitors.

This includes:

- Environmental safety
- WHS compliance
- Incident reporting systems
- Emergency and evacuation procedures

Children will be adequately supervised at all times.





SERVICE POLICIES

CHILD SAFE GOVERNANCE

Kilkenny OSHC is committed to Child Safe Standards and National Principles for Child Safe Organisations.

The service will:

- Promote child safety culture
- Prevent inappropriate conduct
- Support child disclosures of harm
- Provide child-safe complaint pathways

Access to the service may be restricted where safety risks are identified.

NOTIFICATION AND REPORTING OBLIGATIONS

The Approved Provider will ensure mandatory notifications are completed within required timeframes.

Reporting includes:

- Serious incidents (within 24 hours)
- Changes to governance or management structure (within 7 days)
- Policy changes impacting families (at least 14 days notice where required)

Notifications will be submitted through NQA ITS and CCS provider systems where applicable.

CONFIDENTIALITY AND PRIVACY

Kilkenny OSHC will:

- Protect personal and sensitive information
- Comply with privacy legislation
- Restrict access to records to authorised persons

Confidential information will only be disclosed where legally required.





FINANCIAL GOVERNANCE

The service will maintain financial sustainability through:

- Annual budgets
- Cash flow monitoring
- Financial reporting systems

Management will ensure compliance with Child Care Subsidy funding obligations.

OWNERSHIP AND TRANSPARENCY

Ownership and governance arrangements will be transparent and publicly accessible where required.

Information will be displayed:

- At service premises
- On service websites
- In marketing materials

CONFLICT OF INTEREST

All governance and management personnel must declare conflicts of interest.

If a conflict exists:

1. It must be declared to the Approved Provider
2. The person must not participate in decision-making regarding the matter
3. Conflicts must be recorded in meeting minutes
4. The Conflict of Interest Register must be updated



POLICY AND PROCEDURE MANAGEMENT

Kilkenny OSHC will ensure:

- Policies comply with legislation
- Staff are trained in policy implementation
- Policies are accessible to staff and families

Policies will be reviewed:

- Annually
- After incidents
- Following legislative changes

CODE OF CONDUCT

Staff and educators must follow the Service Code of Conduct which outlines expectations regarding:

- Professional behaviour
- Confidentiality
- Ethical practice
- Duty of care

COMPLAINTS MANAGEMENT

Complaints will be:

- Child-focused
- Confidential
- Addressed in a timely and respectful manner

Refer to the Dealing with Complaints Policy.





SERVICE POLICIES

RECORD KEEPING

Records will be maintained in accordance with:

- National Regulations
- Privacy legislation
- Record retention requirements

Records will be securely stored and protected from unauthorised access.

BUSINESS AND FINANCIAL PLANNING

The service will maintain:

- Business plans
- Strategic planning processes
- Compliance with funding agreements

Insurance documentation will be available upon request.

OWNERSHIP DISCLOSURE

Ownership structures must be disclosed where required by regulatory authorities and displayed at the service.

PROTECTED DISCLOSURES

Kilkenny OSHC supports a safe reporting culture through its Whistleblower protections.

Staff may report concerns regarding:

- Fraud
- Child safety
- Misconduct
- WHS risks





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

CONTINUOUS IMPROVEMENT

This policy will be reviewed annually or earlier if:

- Legislation changes
- Incidents occur
- Best practice guidance is updated

Feedback will be sought from staff, families and children.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS			
PREVIOUS MODIFICATIONS			

