

Education, Leadership and Management Policy

Management and Governance

GSELC Policy
Reference Number

ELM 12

Version: 2.2

Last Reviewed: 24 Aug 2026

Next Review: Jan 2027

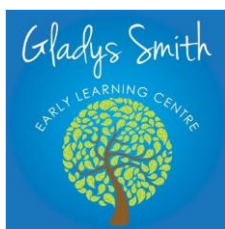
1. POLICY STATEMENT

The Gladys Smith Early Learning Centre (the Centre) understands its responsibility to maintain appropriate governance arrangements that reflect the obligations of the approved provider and the requirements of the approved service, and to ensure the service is effectively managed. The Centre will provide a high-quality education and care service and will operate according to all legal requirements. The Centre will make every effort to reflect the diverse nature of the community and will encourage family input and take into account family, children's and educator/staff needs in the operation of the service. The approved provider (Wattle Range Council) will ensure that decisions are made in a legitimate way and in the best interests of the service.

2. PROCEDURE

- The approved provider will be responsible for ensuring that effective strategies and resources are in place to allow the nominated supervisor to realistically achieve his/her role as required by the Education and Care Services National Regulations. This will include:
 - facilitating effective communication between nominated supervisor and approved provider
 - the availability of adequate human and physical resources to meet the provisions of the regulations such as affective policies and procedures
 - the availability of adequate financial resources to meet the provision of the regulations.
- The Director will:
 - be responsible for the effective supervision and running of the Centre including any persons who are present at the Centre
 - effectively liaise with the approved provider on daily matters and any matters effecting compliance with the Regulations
 - oversee professional development, supervision, and performance management of educators/staff
 - collaborate with Educational Leaders in ensuring the development and implementation of appropriate learning and development programs for the children attending the service
 - maintain educator/child ratios as required by the Regulations
 - oversee effective excursion plans to ensure the safety of children attending the excursion
 - facilitate communication between educators and families
 - ensure all records of the Centre are kept up to date
 - report allegations of abuse, injury or illness to the relevant child protection authority as required by law and legislation.

CD:	Classification:	Department:	Position Responsible:	Review Frequency:
357	Public	Corporate Services	Childcare Director	Annually
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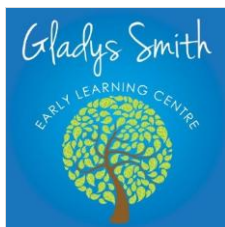
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- The Director in collaboration with the Wattle Range Council will:
 - ensure that the organisation operates in accordance with relevant legislation and in a financially responsible manner
 - ensure all educators/staff are oriented into their roles and responsibilities of maintaining the legal operation of the service
 - actively encourage families to participate in the management of the service through:
 - o the Parent Committee
 - o feedback to management through surveys, email and other communication strategies
 - o involvement in service activities, social and community events.
 - ensure the health, safety and wellbeing of children in the service and take every reasonable precaution to protect children from harm and hazard.
 - be responsible to the regulatory authority for ensuring that the service operates in accordance with the conditions of approval. This includes:
 - o ensuring the presence of a certified nominated supervisor
 - o the design, safety, and maintenance of the premises
 - o ensuring number of educators and their qualifications meet minimum requirements
 - o ensuring that all persons who have contact with children are fit and proper
 - o ensuring the number of children attending the service within various age groups is not exceeded
 - o ensuring appropriate policies, procedures and records are in place.
 - be responsible for notifying the regulatory authority of those circumstances set down within the Education and Care Services National Law in relation to changes that may require amendments to the provider approval, service approval, supervisor certificates or nominated supervisor status
 - ensure the Centre's statement of philosophy is reviewed at least annually and reflects the needs and values of those people for whom the service exists
 - ensure the operation of the service is consistent with the Centre's statement of philosophy
 - work with educators as a team to develop and review the Centre's philosophy, vision, goals, policies and Quality Improvement Plan
 - ensure all adopted policies and procedures are strictly followed by everyone at the Centre and regularly updated to meet current needs
 - ensure that decisions about overall management of the service are made in consultation with all stakeholders, achieved through a variety of communication channels. The best interests of the service will always take priority in determining decisions

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- ensure that roles and responsibilities are clearly defined, understood and support effective decision-making and operation of the service
- ensure that requirements relating to records and confidentiality are met
- ensure that children's educational and developmental needs are met
- ensure that the performance of educators and staff is regularly evaluated, and individual plans are in place to support learning and development
- ensure that the requirements relating to staffing are met, including the implementing of the Staffing Arrangements Policy.
- ensure that workforce information is recorded on the National Early Childhood Worker Register (Worker Register) within 14 days of a worker being employed, engaged or appointed, and is updated within 14 days of becoming aware of any change to information.
- Educators and staff will:
 - be familiar with and implement the service's policies and procedures, philosophy, QIP and code of conduct.
 - ensure that requirements relating to records and confidentiality are met.
 - inform the Centre / Approved Provider of any changes to details required by the Worker Register, including name, address, role, qualifications, completed training, and Working with Children Check (WWCC) registration details.
- The hierarchy of the governance and management of the Centre is as follows:

Wattle Range Council
(approved provider)



Director
(nominated supervisors)



Qualified educators
(certified supervisors)



Educators/administration/cooks

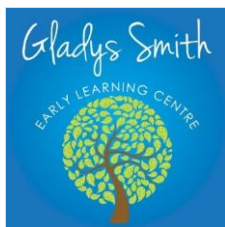


Volunteers/students

3. SOURCES

- Wattle Range Council
- *Education and Care Services National Law (South Australia)*, sections 13, 14, 21, 51, 162, 172-175, 188, 269

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- Education and Care Services National Regulations, regulations 29, 30, 31, 55, 56, 84, 104, 106-110, 116, 117, 117B, 153, 154, 157, 158, 160-162, 165, 167, 170-185
- National Quality Standard (2018)
- ACECQA
- Education Standards Board SA

4. RELATED POLICIES

- ELM 7 - Arrival and Departure of Children Policy
- ELM 10 - Fees and Charges Policy
- ELM 11 - Acceptance and Refusal of Authorisation Policy
- ELM 13 - Staffing Arrangements Policy
- ELM 14 - Dealing with Complaints Policy
- ELM 15 - Child Safe Environments Policy
- ELM 18 - Enrolment and Orientation Policy
- HSW 1 - Infectious Diseases and Sick Children Policy
- HSW 3 - Medical Conditions Policy
- HSW 4 - First Aid Policy
- HSW 9 - Nutrition and Dietary requirements Policy
- HSW 11 - Sun Protection Policy
- HSW 13 - Excursions and Incursions Policy
- HSW 14 - Water Safety Policy
- HSW 17 - Emergency and Evacuation/Invacuation Policy
- HSW 20 - Sleep and Rest Policy
- HSW 23 - Incident, Injury, Trauma and Illness Policy

5. AVAILABILITY

This policy is publicly available on the [Gladys Smith Early Learning Centre page](http://www.wattlerange.sa.gov.au) of Council's website: www.wattlerange.sa.gov.au.

A printed copy of this policy is viewable at the Centre and may be purchased from Council offices upon payment of the relevant fee in Council's Fees and Charges Schedule.

6. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of this policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Reference:
1	12 August 2024	DCCS & CEO	Adopted Policy	EN2024/28687
2	10 Sep 2025	CD & CEO	Reviewed and amended	-
2.1	23 Feb 2026	CD	Amended review date to align across all GSELC policies.	Approval ID 728
2.2	24 Aug 2026	CD & CEO	Amended to include reference to National Early Childhood Worker Register.	Approval ID 727

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