

# GOVERNANCE AND MANAGEMENT OF A SERVICE

QUALITY AREA 7 | Version 1.0



## AUTHORISATION

This policy was adopted by the approved provider of Greenbrook Kindergarten on 3<sup>rd</sup> April 2023.

**REVIEW DATE:** March / April 2026



## PURPOSE

This policy outlines the duties, roles and responsibilities of the Committee of Management/approved provider/Board of Greenbrook Kindergarten.



## POLICY STATEMENT

### VALUES

Greenbrook Kindergarten is committed to good governance and management to deliver high quality outcomes:

- robust and effective governance and management policies and procedures
- accountability to its stakeholders
- effective systems of risk management, financial and internal control, and performance reporting
- compliance with all regulatory and legislative requirements placed on the organisation, including space, equipment and facilities, confidentiality of records and notifications and reporting
- the organisation to remain solvent and comply with all its financial obligations.
- the ongoing cycle of self-assessment, planning and review, embedding a culture of quality improvement

### SCOPE

This policy applies to the approved provider, the Committee of Management/Board of Greenbrook Kindergarten and all subcommittees of the Committee of Management/Board.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that obligations under the <i>Education and Care Services National Law and National Regulations</i> are met, as well as all other laws relevant to governance and management of the service	R	√			
Displaying the prescribed information in <i>National Law: Section 172 (Regulation 173)</i>	R	√			
Providing information to the regulatory authority upon request in relation to being a fit and proper person ( <i>National Law: Sections 13, 14, 21</i> )	R				
Ensuring that the service is insured and keep evidence of this ( <i>National Law: Section 51; Regulations 29, 180</i> )	R				
Ensuring that the number of children at the service does not exceed the maximum in the service approval ( <i>National Law: Section 51</i> )	R	√			
Ensuring that the family of a child at the service is allowed to enter the premises ( <i>Regulation 157</i> )	R	√			
Adopting quality governance and management processes, procedures and practices, in line with the <i>National Quality Standard</i> , especially Quality Area 7 – Governance and leadership	R	√			
Establishing systems of risk management, financial and internal control, and performance reporting. Monitor management and financial performance to ensure the solvency, financial strength and good performance of the service	R	√			
Developing, review and approve the service philosophy and purpose, strategic direction and initiatives	R	√			
Taking reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the <i>Governance and Management policy</i> and procedures	R				
Ensuring that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators, staff, volunteers and families, and available for inspection	R				
Notifying families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> <li>• affect the fees charged or the way they are collected or</li> <li>• significantly impact the service’s education and care of children or</li> </ul>	R				

<ul style="list-style-type: none"> <li>significantly impact the family's ability to utilise the service.</li> </ul>					
<b>Notifications and reporting</b>					
Ensuring that all reporting and reporting requirements are met regarding the <i>National Quality Framework</i> , family assistance, taxation, child protection, and other relevant laws	R	√			
Notifying the regulatory authority about the approved provider and operational changes, and changes in relation to the nominated supervisor, as detailed in <i>National Law: Section 173 (Regulations 174, 174A)</i>	R	√			
Notifying the regulatory authority about changes to the 'fit and proper' status of the approved provider, any serious incidents, and complaints relating to a serious incident or that the Law has been contravened ( <i>National Law: section 174; Regulations 175, 176, 176A</i> )	R	√			
<b>Health, safety and wellbeing</b>					
Ensuring the health, safety and wellbeing of children in the service and take every reasonable precaution to protect children from harm and hazard ( <i>National Law: Section 51</i> )	R	√	√		√
<b>Quality Improvement Plan (QIP)</b>					
Ensuring there is an effective self-assessment and quality improvement process in place, including a QIP ( <i>refer to Definitions</i> ) that is kept at the premises or and is made available for inspection and to families ( <i>Regulations 31, 55</i> )	R	√	√		
Ensuring that the QIP ( <i>refer to Definitions</i> ) is reviewed at least annually ( <i>Regulation 56</i> )	R	√	√		
<b>Space, equipment, facilities</b>					
Ensuring that requirements relating to the physical environment, space, equipment and facilities are met, including <i>Regulations 104, 106, 107, 108, 109, 110, 116, 117</i>	R	√	√		√
<b>Educational needs and program</b>					
Ensuring that children's educational and developmental needs are met ( <i>National Law: Section 51</i> )	R	√	√		
<b>Early childhood teachers, educators and staff</b>					
Ensuring that requirements relating to staffing are met, including implementing the <i>Staffing policy</i> and procedures ( <i>Regulation 84</i> )	R	√			
Ensuring that roles and responsibilities are clearly defined, understood, and support effective decision making and operation of the service	R	√			
Ensuring that the performance of educators, staff and co-ordinators is regularly evaluated, and individual plans are in place to support learning and development	R	√			
Ensuring that a nominated supervisor, educators, staff, volunteers and contractors to whom a prohibition notice applies are not engaged by the service ( <i>National Law: Section 188</i> )	R				

Ensuring the educational leader is supported to lead the development and implementation of the educational program and assessment and planning cycle	R	√			
<b>Nominated supervisors and responsible person</b>					
Ensuring that requirements relating to the nominated supervisor and responsible person are met, including implementing the <i>Staffing policy</i> and procedures ( <i>National Law: Section 162, 162A; Regulation 117B</i> )	R				
<b>Records and confidentiality</b>					
Keeping a record of the service's compliance with the information listed in <i>Regulation 167</i>	R	√			
Keeping a record of enrolment and other documents listed in <i>National Law: Section 175</i> at the service and be available for inspection by an authorised officer	R	√			
Ensuring that records are kept confidential and not divulged except as permitted under <i>Regulations 181 and 182</i>	R	√			
Ensuring that records are stored safely and securely for the period set out in <i>Regulation 183</i>	R	√			
Keeping enrolment and attendance records ( <i>Regulations 158, 159, 160, 161, 162</i> ) and other documents listed in <i>Regulations 160, 177 and 178</i> , ensure they are accurate and available to families on request ( <i>National Law: section 175</i> ). If a service approval is transferred, the documents must be transferred to the receiving approved provider ( <i>Regulation 184</i> ).	R	√			



## BACKGROUND AND LEGISLATION

### BACKGROUND

The governance of an organisation is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of a service. Approved provider must ensure that there are effective systems, procedures and processes in place to support the service to operate effectively and ethically, and all legal and regulatory requirements governing the operation of the business are met.

Under the *Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011*, early childhood services are required to have policies and procedures in place relating to the governance and management of the service, including confidentiality of records (*refer to Privacy and Confidentiality Policy*).

### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Associations Incorporation Reform Act 2012 (Vic), as applicable to the service
- Corporations Act 2001, as applicable to the service
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 7: Governance and Leadership



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**Actual conflict of interest:** One where there is a real conflict between a Committee of Management/Board member's responsibilities and their private interests.

**Conflict of interest:** An interest that may affect, or may appear reasonably likely to affect, the judgement or conduct of a member (or members) of the Committee of Management/Board or subcommittee, or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the member of the Committee of Management/Board or subcommittee, but also their relatives, friends or business associates.

**Continuous improvement:** Ongoing improvement in the provision of quality education and care services. The National Quality Framework aims to raise quality and drive continuous improvement through the National Quality Standard and quality rating processes. Quality rating encourages continuous improvement and engages the approved provider and their services teams in self-assessment and documenting their performance against the National Quality Standard. Providers of high-quality services regularly monitor and review their performance to guide planning and make improvements.

**Development of professionals:** A system of regular performance review, individual learning and development plans for educators, staff and co-ordinators. Performance planning and review ensures that the knowledge, skills and practices of educators and other staff members are current, and that areas requiring further development are addressed.

**Ethical practice:** A standard of behaviour that the service deems acceptable in providing their services.

**Fit and proper person:** The regulatory authority assesses whether an approved provider or a person with management or control of a service is a fit and proper person to be involved in the provision of an education and care service.

In determining whether they are a fit and proper person, the regulatory authority will consider:

- the person's history of compliance with any education and care services, children's services or education law, and any decision under one of those laws to refuse, refuse to renew, suspend or cancel a licence, approval, registration or certification issued to the person under that law
- their criminal history, to the extent that it may affect their suitability for the role of provider (including working with children clearance, such as a WWCC, or teacher registration details, jurisdiction dependant)
- whether they are bankrupt or insolvent
- whether they have the financial circumstances to enable them to sustain ongoing operation of a service
- whether they have a medical condition that may cause them to be incapable of being responsible for the service
- whether they have the management capability to operate a service
- actions taken under Commonwealth Family Assistance Law, including sanctions and suspensions.

**Governance:** The process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, directions and control exercised in the organisation (Australian National Audit Office, 1999).

**Interest:** Anything that can have an impact on an individual or a group.

**Management system:** A system to manage organisational risks and enable the effective management and operation of a quality service

**Perceived conflict of interest:** Arises where a third party could form the view that a Committee of Management/Board member's private interests could improperly influence the performance of their duties on the Committee of Management/Board, now or in the future.

**Potential conflict of interest:** Arises where a Committee of Management/Board member has private interests that could conflict with their responsibilities.

**Private interests:** Includes not only a Committee of Management/Board member's own personal, professional or business interests, but also those of their relatives, friends or business associates

**Quality Improvement Plan (QIP):** A document created by an approved provider to help self-assess service performance in delivering quality education and care and to plan future improvements.

Regulatory authorities consider the service's QIP as part of the quality assessment and rating process. The QIP does not have to be provided in any specific format, but must include:

1. an assessment of the quality of service practices against the National Quality Standard and the National Regulations
2. identified areas for improvement
3. a statement of the service's philosophy

**Service philosophy:** A statement the approved provider must develop and include in their QIP that outlines the purpose and principles under which the service operates. It:

- underpins the decisions, policies and daily practices of the service
- reflects a shared understanding of the role of the service among staff, children, families and the community
- guides educators' pedagogy, planning and practice when delivering the educational program.

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## SOURCES AND RELATED POLICIES



### SOURCES

- ACECQA – Occasional Paper 5: Quality Area 7: Leadership and management in education and care services [acecqa.gov.au/media/25871](https://www.acecqa.gov.au/media/25871)
- ACECQA – Quality Area 7 resources <https://www.acecqa.gov.au/nqf/national-quality-standard/quality-area-7-governance-and-leadership>
- Australian Government – My business health [asbfeo.gov.au/my-business-health/home](https://www.asbfeo.gov.au/my-business-health/home)
- ELAA Early Childhood Management Manual: <https://elaa.org.au/resources/free-resources/eym-governance-support-manual/>
- ELAA EYM Governance Support Manual: <https://elaa.org.au/resources/free-resources/eym-governance-support-manual/>
- Justice Connect: <http://www.justiceconnect.org.au/>
- Our Community: [www.ourcommunity.com.au](http://www.ourcommunity.com.au)

### RELATED POLICIES

- Code of Conduct
  - Compliments and Complaints
  - Enrolment and Orientation
  - Privacy and Confidentiality
  - Staffing
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## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



## ATTACHMENTS

- Attachment 1: Core elements of the governance model
- Attachment 2: Sample Conflict of interest disclosure statement
- Attachment 3. Sample Committee member code of conduct, child safe code of conduct and committee member declaration
- Attachment 4: Reportable Conduct Information
- Attachment 5: Responsibilities of Head of Organisation

## ATTACHMENT 1. CORE ELEMENTS OF THE GOVERNANCE MODEL

The following are the core elements of the governance systems at Greenbrook Kindergarten for which a Committee of Management/Board is responsible:

### Stewardship/custodianship

Ensure:

- the service pursues its stated purpose and remains viable
- budget and financial accountability to enable ongoing viability and making best use of the service's resources
- the service manages risks appropriately.

### Leadership, forward planning and guidance

Provide leadership, forward planning and guidance to the service, particularly in relation to developing a strategic culture and directions.

### Authority, accountability, and control

- Monitor and oversee management including ensuring that good management practices and appropriate checks and balances are in place.
- Be accountable to members of the service.
- Maintain focus, integrity and quality of service.
- Oversee legal functions and responsibilities.
- Declare any actual, potential or perceived conflicts of interest (*refer to Definitions and Attachment 1*).

### LEGAL LIABILITIES OF MEMBERS OF THE COMMITTEE OF MANAGEMENT/BOARD

The Committee of Management/Board at Greenbrook Kindergarten is responsible under the constitution to take all reasonable steps to ensure that the laws and regulations relating to the operation of the service are observed. Members of the Committee of Management/Board are responsible for ensuring that:

- adequate policies and procedures are in place to comply with the legislative and regulatory requirements placed on the service
- appropriate systems are in place to monitor compliance
- reasonable care and skill is exercised in fulfilling their roles as part of the governing body of the service
- they act honestly, and with due care and diligence
- they do not use information they have access to, by virtue of being on the Committee of Management/Board improperly
- they do not use their position on the Committee of Management/Board for personal gain or put individual interests ahead of responsibilities.

### RESPONSIBILITIES OF THE COMMITTEE OF MANAGEMENT/BOARD

The Committee of Management/Board of Greenbrook Kindergarten is responsible for:

- developing coherent aims and goals that reflect the interests, values and beliefs of the members and staff, and the stated aims of the service, and have a clear and agreed philosophy which guides business decisions and the work of the Committee of Management/Board and staff
- ensuring there is a sound framework of policies and procedures that complies with all legislative and regulatory requirements, and that enables the daily operation of the service to be geared towards the achievement of the service's vision and mission
- establishing clearly defined roles and responsibilities for the members of the Committee of Management/Board, individually and as a collective, management and staff, and clearly articulate the relationship between the Committee of Management/Board, staff and members of the service
- developing ethical standards and a code of conduct (*refer to Code of Conduct Policy*) which guide actions and decisions in a way that is transparent and consistent with the goals, values and beliefs of the service
- undertaking strategic planning and risk assessment on a regular basis and having appropriate risk management strategies in place to manage risks faced by the service
- ensuring that the actions of and decisions made by the Committee of Management/Board are transparent and will help build confidence among members and stakeholders



- reviewing the service's budget and monitoring financial performance and management to ensure the service is solvent at all times, and has good financial strength
- approving annual financial statements and providing required reports to government
- setting and maintaining appropriate delegations and internal controls
- appointing senior staff (e.g. the CEO or Director, if the service is large) or all staff (if the service is small), and monitoring their performance
- evaluating and improving the performance of the Committee of Management/Board
- focusing on the strategic directions of the organisation and avoiding involvement in day-to-day operational decisions, particularly where the authority is delegated to senior management staff within the service.

## CONFIDENTIALITY

All members of the Committee of Management/Board and subcommittees who gain access to confidential, commercially sensitive and other information of a similar nature, whether in the course of their work or otherwise, shall not disclose that information to anyone unless the disclosure of such information is required by law (*refer to Privacy and Confidentiality Policy*).

Members of the Committee of Management/Board and subcommittees shall respect the confidentiality of those documents and deliberations at Committee of Management/Board or subcommittee meetings, and shall not:

- disclose to anyone the confidential information acquired by virtue of their position on the Committee of Management/Board or subcommittee
- use any information so acquired for their personal or financial benefit, or for the benefit of any other person
- permit any unauthorised person to inspect, or have access to, any confidential documents or other information.

This obligation, placed on a member of the Committee of Management/Board or subcommittee, shall continue even after the individual has completed their term and is no longer on the Committee of Management/Board or subcommittee.

The obligation to maintain confidentiality also applies to any person who is invited to any meetings of the Committee of Management/Board or subcommittee as an observer or in any other capacity.

## ETHICAL PRACTICE

The following principles will provide the ethical framework to guide the delivery of services at Greenbrook Kindergarten:

- treating colleagues, parents/guardians, children, suppliers, public and other stakeholders respectfully and professionally at all times
- dealing courteously with those who hold differing opinions
- respecting cultural differences and diversity within the service, and making every effort to encourage and include all children and families in the community
- having an open and transparent relationship with government, supporters and other funders
- operating with honesty and integrity in all work
- being open and transparent in making decisions and undertaking activities, and if that is not possible, explaining why
- working to the standards set under the *National Quality Framework* and all applicable legislation as a minimum, and striving to continually improve the quality of the services delivered to the community
- disclosing conflicts of interest as soon as they arise and effectively managing them (*refer to Attachment 1*)
- recognising the support and operational contributions of others in an appropriate manner
- assessing and minimising the adverse impacts of decisions and activities on the natural environment.

## MANAGING CONFLICTS OF INTEREST

Conflicts of interest, whether actual, potential or perceived (*refer to Definitions*), must be declared by all members of the Committee of Management/Board or subcommittee, and managed effectively to ensure integrity and transparency (*refer to Attachment 1*).

Every member of the Committee of Management/Board or subcommittee has a continuing responsibility to scrutinise their transactions, external business interests and relationships for potential conflicts and to make such disclosures in a timely manner as they arise.

The following process will be followed to manage any conflicts of interest:

- whenever there is a conflict of interest, as defined in this policy, the member concerned must notify the President of such conflict, as soon as possible after identifying the conflict

- the member who is conflicted must not be present during the meeting of the Committee of Management/Board or subcommittee where the matter is being discussed, or participate in any decisions made on that matter. The member concerned must provide the Board or committee with any and all relevant information they possess on the particular matter
- the minutes of the meeting must reflect that the conflict of interest was disclosed and appropriate processes followed to manage the conflict.

A Conflict of interest disclosure statement (*refer to Attachment 2*) must be completed by each member of the Committee of Management/Board and subcommittee upon his or her appointment and annually thereafter. If the information in this statement changes during the year, the member shall disclose the change to the President, and revise the disclosure statement accordingly.

All violations of the requirement to disclose and manage conflicts shall be dealt with in accordance with the constitution of Greenbrook Kindergarten.

**ATTACHMENT 2. SAMPLE CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Name (in full):	
Email address:	
Mobile Number:	
Postal address:	
Position on Committee of Management/Board or subcommittee	

**Declaration:**

I hereby declare the following conflict of interest: (Note: tick all applicable boxes)

ACTUAL       POTENTIAL       PERCEIVED

Please provide a brief outline of the nature of the conflict (details may be included in a separate confidential envelope, if appropriate).

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Please detail the arrangements proposed to resolve/manage the conflict (details may be included in a separate confidential envelope, if appropriate).

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I, (insert name in full) \_\_\_\_\_ hereby agree to:

- update this disclosure throughout the period of my tenure on the Committee of Management/Board or subcommittee of [Service Name].
- co-operate in the formulation of a *Conflict of interest management plan*, as required.
- comply with any conditions or restrictions imposed by the Committee of Management/Board or subcommittee to manage, mitigate or eliminate any actual, potential or perceived conflict of interest.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## ATTACHMENT 3. SAMPLE COMMITTEE MEMBER CODE OF CONDUCT, CHILD SAFE CODE OF CONDUCT AND COMMITTEE MEMBER DECLARATION

### CODE OF CONDUCT FOR MEMBERS OF THE COMMITTEE OF MANAGEMENT OF *GREENBROOK KINDERGARTEN*

This code of conduct has been drawn up to outline the standard of conduct expected of members of the committee of management of *Greenbrook Kindergarten*. The fundamental principles outlined in this code of conduct are intended to guide the members of the committee of management to act in a fair and ethical manner for the benefit of *Greenbrook Kindergarten* and its members.

*Greenbrook Kindergarten* is committed to the following values underpinning the interactions that members of the committee of management have with one another and when they are representing the service.

**\* trustworthiness \* respect \* responsibility \* fairness \* courtesy**

#### All committee of management members will:

- strive to achieve *Greenbrook Kindergarten* vision and mission of the organisation and uphold its core values
- ensure all *Greenbrook Kindergarten* activities and decisions are in compliance with relevant legislation, and in line with the constitution, by-laws and policies of *Greenbrook Kindergarten*
- promote the work of *Greenbrook Kindergarten* and keep informed about its programs and activities
- ensure that the activities of *Greenbrook Kindergarten* are responsive to the needs and interests of members
- acknowledge that the organisation is funded by public money and ensure that decisions are made appropriately, and are open to public scrutiny (while recognising the need to be confidential and comply with the kindergarten's privacy policy when individual users and staff are under discussion)
- ensure accountability to the members by documenting and communicating actions and decisions, as appropriate
- apply the principles of equality and diversity, and ensure that the organisation is fair and open in all of its activities
- actively seek input from and communicate with members
- act with honesty, fairness and openness in all dealings as representatives of *Greenbrook Kindergarten*
- uphold and assist others within the organisation to uphold the highest standard of professional conduct
- conduct themselves in a manner which does not undermine the reputation of *Greenbrook Kindergarten* or its staff
- exercise the powers vested in them in whatever capacity for the good of all members of *Greenbrook Kindergarten* and not secure any benefit or advantage for themselves
- disclose any real, potential or perceived conflicts of interest promptly and comply with agreed processes for the management of such conflicts
- respect the confidentiality of all information, papers, discussions, and decisions and use information gained in their roles appropriately
- act prudently and with probity to protect all financial assets and resources of *Greenbrook Kindergarten* and ensure that they are used to deliver the service's objectives

- Committee members must ensure that the committee performs effectively by:
  - ensuring cooperation of all committee members to manage the committee's operations
  - striving to attend all committee meetings and contribute productively to meetings
- acknowledging and respecting diverse views on the committee and amongst members
- accept collective responsibility for the decisions of the committee
- utilise their individual skills, personal qualities and knowledge for the benefit of the organisation.

## **CHILD SAFETY CODE OF CONDUCT**

### **GREENBROOK KINDERGARTEN**

#### **STATEMENT OF COMMITMENT**

Greenbrook kindergarten is committed to the safety and wellbeing of children and young people as outlined in Greenbrook Kindergarten's Statement of Commitment to Child Safety and Greenbrook Kindergarten's Child Safe Environment & Wellbeing Policy.

#### **PURPOSE**

This Code of Conduct aims to protect children, reduce any opportunities for child abuse or harm to occur and to ensure a response where there are concerns about abuse or harm. It also assists in understanding how to avoid or better manage risky behaviours and situations.

#### **DEFINITIONS**

- Child means a person under the age of 18 years (Children Safety and Wellbeing Act 2005).

#### **RESPONSIBILITIES**

- The Committee of Management and staff at Greenbrook kindergarten have a leadership role in ensuring safe, supportive and enriching environments which respect and foster the dignity and self-esteem of children and enable them to thrive in their learning and development.
- Members of the Committee and staff are required to have a Working with Children Check or to be registered by the Victorian Institute of Teaching.
- As part of Greenbrook kindergarten's plan for the implementation of Child Safe Standards, the Committee will support the implementation and monitoring of this Child Safety Code of Conduct.
- All Committee members and staff are required to comply with this Child Safety Code of Conduct by observing expectations for appropriate behaviour as outlined below.

#### **ACCEPTABLE BEHAVIOURS**

Committee members and staff are responsible for actively supporting and promoting the safety of children by:

- upholding Greenbrook kindergarten's Child Safe Environment & Wellbeing Policy
- taking all reasonable steps to protect children from abuse
- treating everyone with respect, including listening to and valuing the ideas and opinions of all who come into contact with Greenbrook kindergarten
- listening to children and responding to them appropriately, particularly if they are telling you that they or another

- child has been abused or that they are worried about their safety/the safety of another child
- welcoming all children who come into contact with Greenbrook Kindergarten, their families and carers and being inclusive
  - promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
  - respecting cultural, religious and political differences and acting in a culturally sensitive way
- 
- promoting the safety and participation of children with a disability
  - complying with this code of conduct and Greenbrook kindergarten's Child Safe Environment & Wellbeing Policy when in contact with children including physical and other forms of contact, ensuring that where contact occurs with children, that this happens in an open and transparent way – so other adults know what you are doing with children
  - understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
  - ensuring as quickly as possible, if child abuse is suspected, that the child(ren) is/are safe and protected from harm
  - reporting and acting on any breaches of this Code of Conduct, complaints, or concerns
  - reporting allegations of child abuse or other child safety concerns to the kindergarten's Child Safety Officer (President or Nominated Supervisor)
  - respecting the privacy of children and their families, and only disclosing information to people who have a need to know.
  - treating children and their families with respect both in relation to Greenbrook kindergarten's activities and outside of Greenbrook kindergarten as part of normal social and community activities

## UNACCEPTABLE BEHAVIOURS

Committee members and staff must NOT:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- seek to use children in any way to meet the needs of adults
- develop a relationship with any child that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts or inappropriate attention)
- ignore behaviours by other adults towards children when they appear to be overly familiar or inappropriate
- ignore or disregard any concerns, suspicions or disclosures of child abuse
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- exchange personal contact details such as phone number, social networking site or email addresses with children who you come into contact with through your role at Greenbrook Kindergarten
- have unauthorised contact with children and young people who you come into contact with through your role at Greenbrook kindergarten online or by phone
- photograph or video a child who you come into contact with through your role at Greenbrook kindergarten except in accordance with Greenbrook kindergarten policies.

## GREENBROOK KINDERGARTEN COMMITTEE MEMBER DECLARATION

I, ..... , undertake to:

- abide by the values and principles of the Code of Conduct for committee members and the Greenbrook Kindergarten Child Safety Code of Conduct
- carry out the role of committee member to the best of my ability
- disclose all actual, potential and perceived conflict of interest immediately and abide by the processes to manage the conflict
- treat all information I receive as a committee member in utmost confidence unless otherwise specified by the committee
- comply with Greenbrook Kindergarten's privacy policy.

Signed: .....

Date: .....

## ATTACHMENT 4. REPORTABLE CONDUCT SCHEME

### Reportable Conduct Scheme

The Reportable Conduct Scheme requires organisations such as committees of management in kindergartens to respond to allegations of child abuse, (and other child-related misconduct) made against their workers and volunteers, and to notify The Commission for Children and Young People (CCYP) of any allegations. The Head of Organisation (President) usually holds this position.

There are five types of 'reportable conduct':

- sexual offences committed against, with or in the presence of a child
- sexual misconduct committed against, with or in the presence of a child
- physical violence against, with or in the presence of a child
- any behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child.

Importantly, the scheme requires heads to:

- respond to a reportable allegation made against a worker or volunteer from their organisation, by ensuring that allegations are appropriately investigated
- report allegations which may involve criminal conduct to the police
- notify CCYP of allegations within three business days after becoming aware of the allegation
- give CCYP certain detailed information about the allegation within 30 days after becoming aware of the allegation
- after the investigation has concluded, give CCYP certain information including a copy of the findings of the investigation
- ensure that their organisation has systems in place to:
  - prevent reportable conduct from being committed by a worker or volunteer within the course of their employment
  - enable any person to notify the head of a reportable allegation
  - enable any person to notify us of a reportable allegation involving the head
  - investigate and respond to a reportable allegation against a worker or volunteer from that organisation.

See attachment 4 Responsibilities of the Head of an organisation

Further Information can be found in the Reportable Conduct folder at the kindergarten, in the Child Safe Environment Policy or online:

[www.ccyp.vic.gov.au](http://www.ccyp.vic.gov.au)



## ATTACHMENT 5. RESPONSIBILITIES OF HEAD OF ORGANISATION

### WHO IS THE 'HEAD OF AN ORGANISATION'?

The head of an organisation is the person who is primarily responsible for an organisation's compliance with the Reportable Conduct Scheme. Depending on the particular structure or type of organisation, the head of the organisation may be:

- the Chief Executive Officer (CEO), principal officer or equivalent
- the Secretary of a Victorian Government department.

Determining who is the principal officer depends on each organisation's structure, governance arrangements and legal obligations. Some organisations may wish to obtain legal advice to identify their principal officer to ensure they fulfil their obligations under the scheme.

If the organisation does not have a CEO, principal officer or equivalent, they can nominate one. This can be done through a form available on our website. <https://ccyp.vic.gov.au/reportable-conduct-scheme/for-organisations/#TOC-1>

While heads of organisations are responsible for ensuring their organisations comply with the Scheme, the Commission does not expect heads to carry out their responsibilities alone. Heads of organisations can get help from other people within their organisation to fulfil their obligations under the Scheme. This may include creating and developing systems, sending approved notifications to the Commission, and conducting investigations on their behalf. While heads of organisations can seek internal support and assistance from within their organisations, it is ultimately their responsibility to ensure the Commission is notified of any reportable allegations they become aware of.

### WHAT DOES THE HEAD OF AN ORGANISATION NEED TO HAVE IN PLACE?

Section 16K of the *Children Wellbeing and Safety Act 2005* requires the head of an organisation to:

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| <ul style="list-style-type: none"><li>• <b>Take a preventative approach to keeping children safe</b></li></ul>   | <p>This includes acknowledging children are vulnerable to abuse and taking steps to reduce this risk in their organisation.</p> <p>An organisation's response to meeting their obligations under Child Safe Standards will help the organisation take a preventative approach to child safety.</p>   |
| <ul style="list-style-type: none"><li>• <b>Have systems in place to enable anyone to notify their concern or allegation that conduct in line with reportable conduct may have occurred</b></li></ul> | <p>This includes having clear and well communicated systems to facilitate and support the reporting of concerns.</p> <p>Your organisation's work to meet <a href="#">Child Safe Standard 5 – Processes for responding to and reporting suspected child abuse</a> will mean you will have internal reporting processes in place to notify allegations.</p>  |
| <ul style="list-style-type: none"><li>• <b>Have systems in place to allow other people to report to the Commission if the reportable allegation concerns the head of the organisation</b></li></ul>  | <p>As there may be instances in which the actions of concern are alleged to have been taken by the head of your organisation, organisations must have policies and systems that enable other people in your organisation to notify the Commission of alleged reportable conduct.</p>   |
| <ul style="list-style-type: none"><li>• <b>Have investigation processes clearly defined and developed</b></li></ul>  | <p>Once an allegation has been made, organisations must have processes in place to investigate the matter.</p> <p>In meeting <a href="#">Child Safe Standard 5 – Processes for responding to and reporting suspected child abuse</a>, your organisation should have developed systems and processes to respond to allegations and report the matter internally, to Victoria Police and other relevant authorities as required.</p> |

### WHAT THE HEAD OF AN ORGANISATION MUST REPORT TO THE COMMISSION

Section 16M requires the head of an organisation to initially notify the Commission of a reportable allegation within three business days and update the Commission of progress within 30 calendar days. They must also investigate the reportable allegation and provide the findings of the investigation to the Commission. The Commission will seek the following information at various milestones.

## Three business day notification

**It is an offence to fail to notify and update the Commission about reportable allegations.**

The Commission will also publish *Investigation Standards* to help guide the approach of organisations. An organisation's regulator or government funder may also have investigation requirements and supports.

The head of the organisation must provide information to the Commission about any of these systems described above, if the Commission requests this in writing.

The Commission may make recommendations to the organisation to improve their practices and processes.

### WHERE TO GET HELP

Organisations covered by the Scheme should contact the Commission for clarification and guidance, and to talk through any issues of concern.

- Telephone: 8601 5281
- Email: [childsafestandards@ccyp.vic.gov.au](mailto:childsafestandards@ccyp.vic.gov.au)

Further information is also available on the Commission for Children and Young People's website at [www.ccyp.vic.gov.au](http://www.ccyp.vic.gov.au)