

GOVERNANCE AND MANAGEMENT OF THE CHILDREN'S SERVICE GUIDELINES



Kindergarten Programs

1. Purpose and Intent

The City of Casey is committed to ensuring all children attending a City of Casey managed kindergarten service are provided with a safe and secure environment that supports their health and wellbeing and adheres to National Regulations. This guideline outlines the responsibilities of the City of Casey to ensure that there are appropriate systems and processes in place to enable effective governance and compliance with all regulatory and legislative requirements.

2. Scope

This guideline will apply to the Approved Provider, Nominated Supervisor, Responsible Person in Day-to-Day Charge, educators, staff, students on placement, volunteers, working in City of Casey managed kindergartens.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge, and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.
Regulatory Authority	The Victorian Early Childhood Regulatory Authority (VECRA), being the authority responsible for the administration and enforcement of the Education and Care Services National Law and Education and Care Services National Regulations in Victoria.

4. Background

Governance in the context of children's services refers to the way in which the organisation and service is directed, controlled and held to account. Under the National Law and National Regulations, 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 (see *Privacy and Confidentiality guidelines*).

The following are the core elements of the governance systems of Kindergarten Program (the service) for which the City of Casey is responsible:

- Provide leadership, forward planning and guidance to the service, particularly in relation to developing a strategic culture and direction.
- Maintain focus, integrity and quality of service.
- Risks are managed appropriately.
- The service pursues its stated purpose.
- Budget and financial accountability to enable on-going viability and making best use of the service's resources.
- Be accountable to members of the service.
- Oversee legal functions and responsibilities.

5. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the Approved Provider	• Ensure the laws and regulations relating to the operation of the service are observed. • Ensure systems are in place to identify, escalate, monitor and respond to child safety incidents, allegations, reportable conduct matters and regulatory notification obligations. • Ensure compliance with all notification requirements imposed by the Regulatory Authority, including reporting obligations relating to reportable sexual conduct, serious incidents, complaints and other prescribed matters. • Ensure systems are in place to implement, monitor and respond to any direction, order or requirement issued by the Regulatory Authority or the Minister relating to the safety, health, welfare or wellbeing of children attending the service. • Ensure all mandatory quality, compliance and regulatory information required by legislation is displayed and maintained at service premises (see <i>Attachment 2 – Information to be Displayed at the Education and Care Premises</i>). • Develop aims and goals for the service that reflect the interests, values and beliefs of families and educators. • Develop a clear philosophy which guides business decisions and the work of the City of Casey teachers and educators. • Develop a sound framework of policies and procedures that complies with all legislative and regulatory requirements and enables the daily operation of the service to be geared towards the achievement of the service's vision and philosophy. • Ensure reasonable care and skill is exercised in fulfilling Council's role as the governing body of the service. • Ensure all kindergarten staff and management act honestly, and with due care, diligence and transparency. • Ensure all kindergarten staff and management do not use information they have access to, by virtue of being the manager of the service, improperly.
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	• Ensure all kindergarten staff and management do not use information for personal gain or put individual interests ahead of responsibilities. • Establish clearly defined roles and responsibilities for the educators, leadership teams, individually and as a collective, and clearly articulate the relationship between the City of Casey and the educators and families of the service. • Develop ethical standards and a code of conduct which guides actions and decisions in a way that is transparent and consistent with the goals, values and beliefs of the service. • Undertake strategic planning and risk assessment on a regular basis and have appropriate risk management strategies in place. • Ensure that the actions of and decisions made by the City of Casey are transparent and will help build confidence among educators and families. • Review the service's budget and monitor financial performance and management to ensure the service has good financial strength. • Approve annual financial statements and provide required reports to government. • Set and maintain appropriate delegations and internal controls. • Ensure these guidelines are made available to parents using the service.
Educators and teachers	• Work to the standards set under the National Quality Framework and all applicable legislation, policies, guidelines and procedures. • Operate with honesty and integrity in all work. • Act honestly, and with due care, diligence and transparency. • Not use information they have access to, by virtue of being the manager of the service improperly. • Not use information for personal gain or put individual interests ahead of responsibilities.

6. Associated documents and attachments

This guideline should be read in conjunction with:

- City of Casey Code of Conduct
- Appropriate Workplace Behaviour Policy
- Complaint Handling guidelines
- Privacy and Confidentiality guidelines

7. Relevant legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010.
- Education and Care Services National Regulations 2012.
- National Quality Standard, Quality Area 7: Leadership and Service Management.

8. Statement of Commitment to Child Safety

All children or young people who attend services, programs, and events delivered by, and spaces owned or managed by the City of Casey, have the right to feel and be safe. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero-tolerance of child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children and young people are valued and protected from abuse, harm and neglect.

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and young people from abuse, harm and neglect is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

9. Monitoring, evaluation and review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

Reviewed by:	CYF Policy Officer, Kindergarten Programs Leadership Team, Head of Early Years and Partnerships		
Approved by:	Director – Community Life		
Date Approved:	24/09/2026		
Current Version:	1.0	ECM ID:	22432929
Review Cycle:	3 years	Review Due:	24/09/2029
Responsible Department and Team:	CYF Policy Officer Kindergarten Programs		

10. Document History

Date changed	Change Type

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