



## Governance and Management of the Service

### Purpose of this Policy

To ensure School Support Services outlines the governance and management arrangements in relation to the OSHC services we provide.

### School Support Services Background

#### **Approved Provider & Managing Director:** *Carol Savage*

Carol Savage has over 25 years experience in schools.

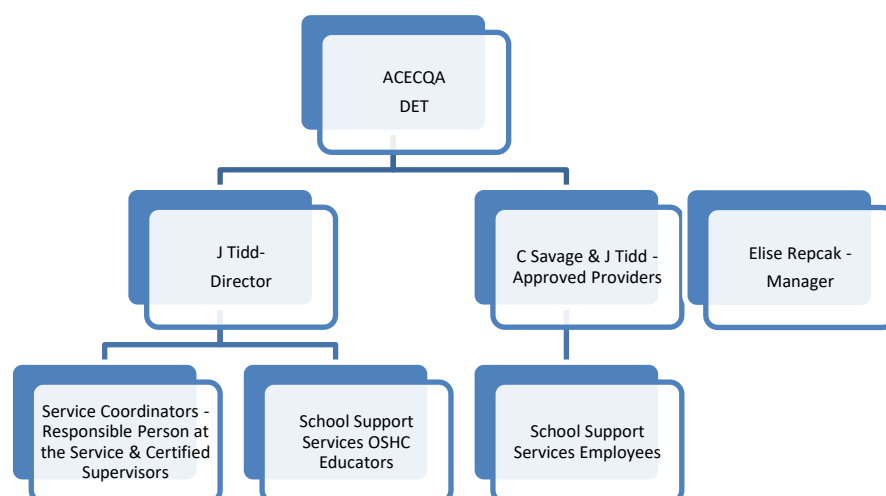
#### **Approved Provider & Director:** *Jordan Tidd*

Jordan has experience in various roles within the School Support Services business.

#### **Manager:** *Elise Repcak*

Elise has a background in Childcare, and has a passion for the development of children in early childhood. Elise's role is varied and will be supporting the Management Team.

### Table of Governance & Management of the Service (OSHC)



All members of the School Support Services team who have access to confidential information or information of a similar nature, shall not disclose that information to anyone unless the disclosure of such information is required by law.

**Definitions:**

**ACECQA – Australian Children’s Education & Care Quality Authority**

ACECQA is an independent national authority, based in Sydney. It is led by CEO Karen Curtis and guided by a 12 member governing Board whose members were nominated by each state and territory and the Commonwealth. Board members serve three year terms. As the name suggests, one of ACECQA’s many roles is to educate and inform the wider community about the importance of improving outcomes in children’s education and care - See more at: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Approved Provider –**

Obtaining a provider approval is a prerequisite to operating one or more approved education and care services. A provider approval is a nationally recognised approval.

**Certified Supervisor -**

A supervisor certificate allows a person to consent to be:

- the **Nominated Supervisor** of an Approved Service or
- a **Certified Supervisor placed in day-to-day charge** of an Approved Service in the absence of another responsible person.

A responsible person is an Approved Provider, a Nominated Supervisor or a Certified Supervisor placed in day-to-day charge of the approved service.

**DET – Department of Education & Training**

Supporting the development, health and wellbeing of babies and young children through services, legislation and care.

-See more at: [www.education.vic.gov.au/childhood](http://www.education.vic.gov.au/childhood)

**Nominated Supervisor –**

All services must have a Nominated Supervisor. This is an ongoing obligation. As part of an application for service approval, an Approved Provider must identify the Nominated Supervisor for the service and provide evidence of that person’s consent to fill the role.

**Person Responsible at the Service –**

Under the *Education and Care Services National Law Act 2010*, it is an offence to operate an approved centre-based education and care service unless a Responsible Person is present.

Legislation requires that a Responsible Person is physically in attendance at all times the service is educating and caring for children. The Responsible Person can be the Approved Provider (or the person in management or control of the service), the Nominated Supervisor of the service, or a Certified Supervisor who has been placed in day-to-day charge of the OSHC service.

An Approved Provider must not operate a service unless there is a Nominated Supervisor appointed for the service. The Nominated Supervisor does not have to be in attendance at the service at all times, however, in their absence, a person with a Supervisor Certificate (Certified Supervisor) is to be placed in charge, ensuring there is always someone at the OSHC service who is the person responsible at the service.

A person may be covered by a service supervisor certificate. A person may be covered if they are:

- responsible for the day to day management of the service, or
- exercising supervisory and leadership responsibilities for part of the service, or
- a family day care coordinator.

A person covered by the service supervisor certificate does not need to apply to the regulatory authority for an individual supervisor certificate.

**Volunteers and students, while at the OSHC service, are responsible for following this policy and its procedures**