



Leadership, Management and Effective Administration Policy

Introduction

Governance is the system or process by which organisations are directed, controlled and held accountable to ensure effective leadership and a positive organisational culture. We recognise the importance of having a framework of systems and processes within which authority is exercised in the organisation. We view good governance and management as essential to our provision of quality education and care in a responsible manner.

The Rumpus Room Children's Centre is owned and operated by The Rumpus Room Children's Centre Pty. Ltd., who is The Approved Provider for this children's service.

The owners have ultimate jurisdiction and responsibility for the effective management and legal compliance of the service. The Nominated Supervisor submits monthly reports to the Approved Provider prior to a monthly meeting reporting on the health of the centre in each of the 7 quality areas.

Effective Service Leadership

The Director/Nominated Supervisor will be responsible for the leadership and management of the daily operation of the centre and will appoint, direct and supervise the educational responsibility for the well-being and effectiveness of the staff and children. The Director/Nominated Supervisor, with the Owners, is responsible for the employment and ongoing, continuous development of staff. All Staff will be properly inducted by following the Staff Induction Checklist. Every effort will be made to ensure continuity of key centre staff. All staff managing centres or working directly with children will be fit and proper persons.

The enrolment of children into the service will be managed primarily by the Parent Liaison Officer who will also manage all matters relating to the Child Care Management System and Child Care Subsidy (CCS)

The Director/Nominated Supervisor, is responsible for the orientation, settling in and establishing ongoing communication with the family. (See The Rumpus room Communication Plan)

The business affairs of the service will be managed by the Owner.

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Parent concerns will be managed within the Centre by the Director/Nominated Supervisor who will consult with the Owners as necessary.

Any major incidents, complaints or relevant changes to the operation of the service will be reported to the Regulatory Authority.

Continuous Improvement

The Centre Director/Nominated Supervisor will regularly consider the statement of philosophy in consultation with staff, families and their community. The Director/Nominated Supervisor will lead the vision for the centre and develop centre based goals as part of the Quality Improvement plan.

The performance of Educators and other employees will be evaluated and managed in a systematic way, including having individual development plans in place to support performance improvement.

Staff will establish personal professional goals towards their ongoing development. One of these goals is to link with the goals of the centre each year.

Staff appraisal will be held formally each 6 months in addition to fortnightly "pit stops" with the Director/Nominated Supervisor and fortnightly room meetings with the Educational Leader. This will allow for leadership to touch base fortnightly with staff to focus on development and improvement. Regular meetings ensure staff are progressing towards their goals.

Whole Staff Meetings are held monthly after the Centre closes.

Administrative Systems

Administrative and organisational systems are in place to ensure the effective operation of the service will be maintained. These include an Organisational chart, Leadership and Service management roles, Strategic plan, Operational plan, Communication Plan, Quality Improvement Plan, Leadership and Management Flow chart, Risk Management Plan, Philosophy, Policies, Staff Goals and Continuous Improvement Strategies (see Self-Assessment and Continuous Improvement Process calendar)

Confidentiality and Privacy

The Rumpus Room is committed to protecting the privacy of children, families and staff. All information and documentation of a personal, private or sensitive nature will be stored securely and treated appropriately. Photographs of children will only be used with parent permission.

National Quality Standard: NQS 6.1.2, 7.1, 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.2, 7.2.1, 7.2.2, 7.2.3, 7.3, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.3.5

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