

Governance and Management Policy (Early Years)

1. Purpose

Y Whittlesea is committed to strong governance and effective management to ensure the delivery of high-quality, compliant, and ethical early childhood services. This policy ensures that our services operate with clear responsibilities, confidentiality, accountability, and a continuous improvement mindset, aligning with the Education and Care Services National Law and Regulations.

2. Scope

This policy applies to all Y Whittlesea Early Years operations, including staff, management, educators, students, volunteers, and Board and Sub-Committee members.

3. Policy Statement

We ensure that governance and management systems:

- Support effective oversight and leadership
- Comply with legal and regulatory requirements
- Maintain financial viability and accountability
- Embed confidentiality and ethical conduct
- Promote reflective and continuous improvement
- Mitigate and manage operational risks
- Are clearly communicated and consistently implemented across services

4. Guiding Principles

1. **Accountability:** All stakeholders understand their responsibilities and report through clear lines of authority.
2. **Transparency:** Records, decisions, and operations are documented, accessible to those who require them, and compliant with privacy standards.
3. **Ethical Conduct:** We act with honesty, respect, and cultural sensitivity, reflecting the ECA Code of Ethics and The Y's values.
4. **Continuous Improvement:** Decisions and practices are reviewed regularly to support service quality, innovation, and responsiveness to community needs.
5. **Confidentiality:** All personal and sensitive information is protected, accessed only by authorised individuals, and disposed of securely after mandatory retention periods.
6. **Child Safety:** Governance practices uphold child safety as a core value in all decisions and operations.

5. Responsibilities

Board of Directors

- Approves strategic direction, policies, and budgets
- Oversees risk management, compliance, and financial accountability
- Reviews organisational performance and CEO effectiveness
- Ensures succession planning and continuous Board improvement

Chief Executive Officer (CEO)

- Oversees operational execution of Board direction
- Ensures systems for financial and regulatory compliance
- Provides leadership to the Executive Team and service delivery

Approved Provider / Nominated Supervisor

- Ensures compliance with National Law and Regulations
- Develops and reviews policies and procedures
- Maintains systems for staff qualifications, risk management, and financial solvency
- Monitors service performance and Quality Improvement Plan
- Ensures risk assessments are conducted for all changes to environments or resources

Educational Leaders and Room Leaders

- Report to the Nominated Supervisor
- Ensure staff understand and implement policies
- Lead educational planning aligned with EYLF/VEYLDF and service philosophy

Educators and Staff

- Report to Room Leaders or Nominated Supervisor
- Comply with policies, procedures, and ethical expectations
- Contribute to service improvement and uphold confidentiality

6. Related Policies, Procedures and Supporting Documents:

- Code of conduct
- Privacy and Confidentiality
- Dealing with Complaints
- Enrolment and Orientation
- Providing a child safe environment
- Strategic Plan
- Annual Budget
- The Y Whittlesea Annual Community Impact Report
- Board Meeting Minutes (including Sub Committee Minutes)
- Board AGM Meeting Minutes

7. Legislative and Industry Requirements: [Link here](#) to Legislative Compliance Register

8. Consequences of Breaching this Policy: All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

9. Policy Owner: The GM of Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

10. Document Control: Review of this policy will be undertaken annually, or prior as required by law, in consultation with appropriate YMCA personnel.

Version:	Description of Amendment, Approver and Date:	Amended by:	Date	New Issue Date:
V5	Reviewed	M Rowse	17/7/25	July 25
V4	Separated Policy and Procedure	Farryn Burrill	31/10/2024	Nov 24
V3	Policy reviewed and template updated Changed to reflect the YMCA now being The Y		14/11/2020	Nov 20
V2	Policy reviewed	Geny Zambello	27/06/17	27/06/17
V1	Policy created and implemented		30/08/12	30/08/12