
	Management Area: Children's Services	Version No: 3.0 Pages: 4
	Category of Policy: Operational	Approval Date: 12/07/2023 Policy Approver: Head of Children's Services
Policy Title: Governance and Management Policy		Author: YMCA of SA

YMCA SOUTH AUSTRALIA

Governance and Management Policy

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1. Purpose

YMCA Children's Services will meet its legal and financial obligations by implementing appropriate governance practices. YMCA Children's Services aim to provide high quality childcare that meets the objectives and principles of the National Quality Framework, National Quality Standards, the Early Years Learning Framework and My Time Our Place Framework.

2. Scope

The scope of this policy applies to all Board members, Sub Committee members, educators, children and their families, volunteers, and visitors to site. This policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Procedures must conform to this policy.


3. Policy Statement

The Approved Provider for each YMCA Association will meet their prescribed responsibilities as outlined in the Education and Care Services National Law and Regulations, including.

- Keeping accurate records and retaining them for specified timeframes
- Ensuring the financial viability of the service
- Overseeing control and accountability systems
- Supporting the Nominated Supervisor and Responsible Person in their role, providing resources as appropriate for the effective running of the service.

4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>

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Responsible Persons	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy.</p>

5. Definitions

Services

The scope of this policy applies to all approved Children's Services that operate under The Education and Care Services National Regulations 2011.

Volunteer


Can be a YMCA volunteer, student on practicum placement.

6. Key Relevant Documents

- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- Child Care Provider Handbook

7. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

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8. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	12/07/2023	Removed reference to certified supervisor. Removed interstate references. Updated legislative and industry requirements. Updated document name.	12/08/2023	July 2025
3.0	26/05/2025	Reviewed. No changes needed.	26/05/2025	May 2027