

## POLICY FOR MANAGEMENT OF SALAMANDER CHILD CARE CENTRE

Revised: October 2016 Version No 3 | Review: July 2018

### AIM

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Salamander Child Care Centre to operate as a standalone community based not for profit incorporated service governed by a constitution.

All surplus funds to be reinvested into the Service and utilised for ongoing operations and improvement of the service.

Management to be aware of the legal responsibilities as the operator of a children's service associated with establishing and administering the service.

SCCC's constitution or governing documents will prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up.

### IMPLEMENTATION

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A constitution will guide and govern the Managements decision making on the daily operations of the service in line with national and state laws, regulations, legislation and acts.

Management Committee will be elected each calendar year in line with the by-laws of the constitution.

The Management Committee will act as licensee of the service.

The Nominated supervisor appointed by the Management Committee will be responsible for the daily operations of the service in line with National and State Law, Regulations and Acts and reports to the Management Committee.

The Management Committee and the Nominated Supervisor must ensure at all times they maintain private and confidential files for the educators, staff, children and their families enrolled or employed at SCCC.

Management Committee and/or the Nominated Supervisor will develop systems for the appropriate use, maintenance, storage and disposal of records in line with National/State Law, Acts and or Regulations.

Management and the Nominated Supervisor will ensure that all personal information is stored securely reducing the chance of unauthorised access, use or disclosure.

Management will be responsible for determining the responsible persons at the service in line with current National Law and Regulations. They must ensure all responsible persons have adequate knowledge and understanding of the provision of education and care to children; and the ability to effectively supervise and manage an education and care service.

Management must ensure all responsible personal must accept the responsibility in writing for the role and understand the responsibilities that accompany the role.

The Nominated Supervisor will guide and support the staff to comply with National and State Laws, Legislation, Regulations, and Acts and Service policies and procedures and philosophy. To liaise with team leaders to develop an Educational Program.

Team Leaders will facilitate the team to develop an educational program that will enhance the learning and lives of the children enrolled at the service.

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CHAIN OF MANAGEMENT

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