



## 2.1 Approved Service Provider Policy

<b>Policy number:</b> 2.1
<b>Date last reviewed:</b> August 2024
<b>Reviewed by:</b> Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	7.1 Governance supports the operation of a quality service. 7.1.2 Management systems- systems are in place to manage risk and enable the effective management and operation of a quality service.

### Purpose

The approved service provider accepts overall responsibility for the service, ensuring that the service meets the needs of the local community and complies with government regulations.

### Policy

#### Legal Responsibilities

- Maintenance of current public liability insurance.
- Application for renewal of the Family Day Care service’s certificate of approval to operate.
- Compliance with State and Commonwealth laws and regulations including the need for each member of the board to hold a current Blue Card.
- Compliance with Education and Care Services National Law, Education and Care Services National Regulations 2011, National Quality Standards, Early Years Learning Framework, My Time Our Place.

#### Financial Responsibilities

- Ensuring the service abides by all conditions attached to government funding.
- Payment of award-based salaries to the coordination unit staff and compliance with industrial award conditions.
- Management of the service’s finances in a proper and accountable manner.

#### Management Responsibilities

- Establishment & maintenance of effective lines of communication between staff and management committee through meetings and reports.
- Staff selection according to staff selection procedure.
- Monitor annual staff performance appraisals and training of staff.
- Monitor the progress of the service in achieving its objectives.
- Delegation of management responsibilities have been made to the Child Care Services Manager according to the job description and employment contract.

Beaucare delegations register outlines the devolvement of many of these responsibilities to the General Manager and Manager Child Care Services.

The Manager Child Care Services prepares written reports detailing performance, including financial performance and issues of relevance. The General Manager is consulted on issues that require a service provider decision and is a point of contact in the services grievance procedure.

### **Governance and Management**

Corporate Governance is the process by which Beaucare is directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, direction and control exercised in the organisation.

For a full overview of the Beaucare governance roles and responsibilities [refer to Appendix B Governance and Management](#)

#### **Relevant Legislation**

National Law

National Regulations

National Quality Standard

Australian Government Department of Education and Training: *Child Care Service Handbook*

<https://www.education.gov.au/child-care-service-handbook-0>

#### **Key Resources**

**Associated Beaucare Policies and Documents**