

4.19 Regulatory Compliance Policy

Policy number: 4.19
Date last reviewed: December 2024
Reviewed by: Child Care Team

This policy relates to	
National Legislation	
National Quality Standards Early Childhood Education & Care	4.1, 4.1.1, 4.1.2, 4.2.2, 7.1.2, 7.1.3, 7.2, 7.2.1, 7.2.2
National Regulations	

Purpose

As a funded service and employer, Beucare has a range of legislative, regulatory and contractual requirements with which we must comply. These requirements also change over time, so it is important that we have processes to keep abreast of these changes and regularly review, check and update policies and practice to maintain compliance. This policy guides those processes and assists us to demonstrate compliance when required, and to ensure that relevant stakeholders are kept informed of any changes.

Policy Scope

This policy is applicable to all activities and operations of Beucare, and will involve all levels of the organisation including employees, volunteers, educators, senior management and Board members of Beucare and parents using educator services.

Policy

The management of Beucare is committed to maintaining compliance with all regulatory, legislative and contractual agreements.

All legislative requirements are tracked through the Acquittals Register. This Register is updated and maintained regularly by the Business and/or Admin managers.

Roles & Responsibilities

❖ Beucare Board

Over-riding responsibility and accountability for the acquittal processes rests with the Beucare Board. The Board delegates its authority to the General Manager.

❖ General Manager

The General Manager has a responsibility to develop, review and progress the Acquittals framework and to ensure that all reporting and compliance obligations are met.

❖ **Managers**

The Managers have a responsibility to feed in data to the acquittal reports, maintain appropriate data collection tools and ensure all changes to contracted regulatory requirements are communicated to the Business and General Managers.

❖ **Coordinators**

Coordinators have a responsibility to monitor and address Regulatory Compliance with educators. They are expected to ensure all educators are meeting the requirements set out in the National Regulations, National Law and Beaucare Policies and the National Quality Standards.

❖ **Educators**

Educators have a responsibility to ensure that they are meeting their regulatory requirements at all times, in accordance with National Regulations, National Law and Beaucare Policy.

Families

Families are responsible for reporting correct information inline with Family Assistance Law and signing children in and out of care with correct times. Making payment electronically as per legislation requirements.

Associated Beaucare Policies and Documents

[Appendix A Legislation](#)

[Appendix D Privacy and Communication](#)

[Appendix F QIP and Compliance](#)

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-provider-handbook-0>

Family Assistance Law