

Lady Gowrie Community Kindergartens

GOVERNANCE POLICY

CONSIDERATIONS:

NATIONAL QUALITY STANDARDS	7.1, 7.2
NATIONAL LAW ACT AND NATIONAL REGULATIONS	Law Sections 56, 161-175 Regulation: 168, 173 - 176

POLICY STATEMENT:

The Kindergarten Service is dedicated to having a governance structure, management systems, policies and processes which ensure the organisation constitution and legislation requirements are met at all times.

RELEVANT FORMS/MATERIAL:

- Kindergarten Family Handbook
- Kindergarten Service Constitution
- Kindergarten Service Strategic Plan
- Kindergarten Service Philosophy
- Kindergarten Service Prescribed Notice
- Lady Gowrie Community Kindergartens Affiliation Agreement
- Lady Gowrie Community Kindergartens Affiliation Booklets
- Lady Gowrie Community Kindergartens Family and Community Participation Policy
- Lady Gowrie Community Kindergartens Governance Policy Folder
- Lady Gowrie Community Kindergartens Complaints Handling Policy
- Service_Grievance for Staff Policy
- Lady Gowrie Community Kindergartens Privacy and Confidentiality Policy
- Lady Gowrie Community Kindergartens Responsible Person and Staffing Arrangements Policy

SOURCES:

- Education and Care Services National Law (Queensland) Act
- Education and Care Services National Regulations
- Queensland Government, (2024). Queensland Kindergarten Funding (QKF): Funding Essentials.
- Child Safe Organisations Act 2024
- Queensland Statement of Shared Commitment: Every interaction counts 2025 (Accessed 2025)



REVIEWED: December 2025

Date to Be Reviewed: June 2027

INFORMATION FOR PARENTS AND EDUCATORS

BACKGROUND

The Kindergarten Service is an incorporated, not for profit Association. Each Association has an elected Management Committee including an Executive Committee that meets as per their constitutional bylaws, consults with all stakeholders regarding the strategic direction of the Association and monitors compliance and macro-operations.

The Executive Committee of the Association are also recognised as the Approved Provider under the National Quality Framework.

The Regulatory Authority for Early Childhood Education and Care (ECEC) services requires Approved Providers to ensure that staff/educators providing education and care in Services understand and follow the management systems and procedures of the Service and Association.

The Queensland Family and Children's Commission requires ECEC services to meet the 10 Child Safe Standards and Universal Principle and, from mid-2026 the Reportable Conduct Scheme.

The Gowrie (QLD) as a Central Governing Body understands its responsibility to support appropriate governance arrangements for each Service that reflects the legal status to hold a Provider Approval, Service Approval, compliance under Associations Law and to effectively manage the Service.

The Gowrie (QLD) is compliant with the requirement of the Australian Government in operating as a sole proprietor and owner operators with an ABN and registered business name.

IMPLEMENTATION

THE MANAGEMENT OF THE KINDERGARTEN SERVICE

The Association employs a team of qualified early childhood and support professionals to carry out the day-to-day operations of the Kindergarten and compliance under the National Quality Framework, Queensland Kindergarten Funding (QKF) Guidelines and Child Safeguarding Legislation. This team is headed by the Nominated Supervisor with support from Lady Gowrie Qld as the Central Governing Body.

The Executive Committee is the Approved Provider for the Kindergarten Service. The contact information for the Approved Provider is listed in the Prescribed Notice in the foyer of the Service.

The Kindergarten Service vision and goals as an organisation are depicted in the Kindergarten Strategic and Operational Plans.

The management structure, systems and procedures of the Service ensure that all stakeholders understand the roles and responsibilities, especially as they relate to safety and wellbeing of children, and that effective communication takes place at all times.

	Communication and engagement with staff/educators and families ensures that their ideas and contributions to the Association are considered and valued in the management process.
WHAT YOU SHOULD DO STAFF/ EDUCATORS	All staff/educators are required to ensure they understand the management structure, systems policies and procedures of the Kindergarten Service. The staff/educator's key contact is their Service Manager (Nominated Supervisor/s). All staff/educators are required to take action to prioritise the safeguarding of children and notify/report any inappropriate interaction with a child or children in their care. All staff and educators are required to ensure that policies and procedures are implemented at all times. All staff/educators are encouraged to participate in the policy review process to ensure that policies reflect legislation, best practice and that procedures are reflective of their context. In the provision of the program at all times staff/educators are required to ensure practice reflects and upholds the philosophy of the Kindergarten Service and ensures the safety and wellbeing of children. All staff/educator's will engage in respectful and reciprocal communication with all stakeholders, this is inclusive of sharing and supporting families regarding enquiries of the management structure of the Kindergarten Service.
THE EXECUTIVE COMMITTEE WILL	The Executive Committee will ensure that the Kindergarten Service is properly set up and operates in accordance with relevant legislation and is financially responsible. The Executive Committee will ensure all members of the management team are orientated into the roles and responsibilities of maintaining the legal operation of the Kindergarten Service. The Executive Committee as Approved Provider is responsible to the Regulatory Authority, in ensuring that the Kindergarten Service operates in accordance with the conditions of approval and meets all relevant legislative obligations. This includes ensuring the presence of a Responsible Person at the Service, the design, safety and maintenance of the premises; staff/educator qualifications; that educators, coordinators, staff and other persons who have contact with children are fit and proper; hold a valid Working with Children Card (Blue Card) and other suitability checks; number of children with each educator does not exceed child to educator ratios; and appropriate policies, procedures and records are in place and followed. The Executive Committee will ensure that all educators, Nominated Supervisor/s and those staff which undertake the role of Responsible Person, understand and have received required information to effectively undertake their role as relevant to their position. The Kindergarten Service, which is affiliated with Lady Gowrie Qld, is a child safe organisation and is committed to the safety, including cultural safety, and wellbeing of children.

	The Executive Committee will ensure the Kindergarten Service philosophy and values are implemented at all times. The philosophy will be reviewed regularly and engagement by all stakeholders in this process is encouraged and valued. The Executive Committee and Nominated Supervisor/s will ensure that families receive a copy of the philosophy on enrolment and are able to discuss the philosophy with staff and can provide feedback at any time, in addition to the formal philosophy review if this occurs during their enrolment with the Service. Policies and procedures will be regularly updated to ensure they meet current needs and ensure the safety and wellbeing of all children. Appropriate training relevant to the adopted policies and procedures will be provided to stakeholders with the expectation that they will be upheld within the organisation at all times. Staff/educators are to acknowledge that this policy is supported by other Service policies that enables all stakeholders to contribute and deliver quality programs to the children and families of the Kindergarten Service. The Executive Committee are able to seek support and advice from The Gowrie Qld in the Executive Committee's role as the Approved Provider or governance structure of the Service.
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