

Quality Area Seven: Governance and Leadership Policy



Policy statement

The purpose of this policy is to articulate Affinity Education Group's commitment to delivering outstanding professionalism through effective, consistent and reliable leadership and management of all services. Early childhood education is a highly regulated and ever-changing profession. Affinity Education holds a high regard to systems, processes and compliance matters and ensures that leaders in the organisation are equipped and supported to implement necessary procedures.

Affinity Education's promise to realise the potential in everyone will see leaders nurture and inspire their teams to develop a culture of ongoing learning and empowerment. Employees in all positions and roles are encouraged and supported to engage in reflection, self-assessment and continuous improvement both personally and professionally and provide input and feedback into decisions affecting the organisation's practice and management.

At Affinity, we believe that child safety is everyone's responsibility. We are committed to upholding the safety, rights and wellbeing of all children and promote a culture of child safety with a zero tolerance approach to child abuse and harm. Affinity ensures the Paramountcy Principle is applied in all aspects of our work. All decisions and actions related to the operation and delivery of education and care services must prioritise children's safety, rights and best interests above all other considerations.

Associated procedures to assist in implementation:	
7-P1 Governance	7-P11 Record Management and Archiving
7-P3 Family Law, Authorisation and Refusal	7-P12 Developing a QIP
7-P4 Fee Payment	7-P14 Crisis Response Procedure
7-P5 Hours of Operation	7-P15 Management of IT Resources Procedure
7-P6 Information to be displayed	7-P16 Criminal Record Screening and Storage Procedure
7-P7 Use and care of IT Resources	7-P18 Employee Discount Procedure
7-P8 Policy Compliance and Review	7-P19 Whistleblower Policy
7-P9 Allegation Handling	7-P20 CCTV Procedure
7-P10 Professional Development	7-P21 Tax Governance Policy
	7-P22 Artificial Intelligence Policy

Information relating to this policy, associated procedures and related forms is communicated throughout the service using a variety of methods including, but not limited to:

Policy folder, Promapp, newsletters, emails, family handbooks, noticeboards, signs and displays, memos, educator meetings, in-service professional development opportunities, phone and face to face conversations.

Links to Education and Care Services National Law Act 2010 (section) and Education and Care Services National Regulations 2011 and WA 2012 (regulation)	
Section 12	Applicant must be fit and proper person (provider approvals) **
Section 13	Matters to be taken into account in assessing whether a fit and proper person (provider approvals) **
Section 21	Reassessment of fitness and propriety (provider approvals)
Section 51	Insurance information
Section 56, 173, 174	Information about the approved provider and service
Section 109	Matters to be taken into account in assessing whether fit and proper person
Section 162B	Record of child safety training for persons with management or control
Section 170	Supervising unauthorised persons (TAS)
Section 175	Documents to be available for inspection by authorised officers
Regulation 92, 99, 102	Policies on acceptance and refusal of authorisation
Regulation 128, 145-152, 154	Staff record – centre-based services
Regulation 158-162	Attendance and enrolment records
Regulation 164	Serious incidents, change of circumstances and complaints

Responsible	Nominated Supervisor, Compliance Team		
Accountable 1	Chief Compliance and Quality Officer	Accountable 2	According to specific procedures
Consulted	Compliance Team, Quality Team, Policy Committee	Date approved	May 2026
Informed	All staff, students, volunteers, families	Date to be reviewed	May 2027
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version			

Quality Area Seven: Governance and Leadership Policy

Regulation 167	Record of service’s compliance		
Regulation 168-172	Policies and procedures		
Regulation 173-176	Information to be displayed and record-keeping requirements, Serious incidents, change of circumstances and complaints, Notifying physical or sexual abuse to the regulatory authority		
Regulation 177-180	Prescribed records, Access to documents		
Regulation 181—185	Confidentiality and storage of records, Law and Regulations to be accessible		
Regulation 12	Serious incidents, change of circumstances and complaints		
Regulation 14	Application for provider approval by individual		
Regulation 15	Application for provider approval by person other than an individual		
Regulation 16	Matters relating to criminal history		
Regulations 29-30	Insurance information		
Regulation 31	Condition on service approval - Quality improvement plan		
Regulation 55-56	Quality improvement plans		
Version Control	Date	Author	Description of Change
V4.16	April 2016	AEG	New policy
V1.17	January 2017	AEG	Revision
V2.18	February 2018	AEG	NQS update
V2.19	February 2019	AEG	Scheduled review
V2.20	February 2020	AEG	Scheduled review
V2.21	February 2021	AEG	Scheduled review
V2.22	February 2022	AEG	Scheduled review
V2.23	February 2023	AEG	Scheduled review
V12.23	December 2023	AEG	Added RACI and definition
V2.24	February 2024	AEG	Scheduled review
V2.25	February 2025	AEG	Scheduled review
V3.5	May 2026	AEG	Scheduled review – added child paramountcy principle

Responsible	Nominated Supervisor, Compliance Team		
Accountable 1	Chief Compliance and Quality Officer	Accountable 2	According to specific procedures
Consulted	Compliance Team, Quality Team, Policy Committee	Date approved	May 2026
Informed	All staff, students, volunteers, families	Date to be reviewed	May 2027
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice. Please ensure you are using the latest version			