

## C20. MISCELLANEOUS RECORDS

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

### Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

### Principle

The IAC recognises and understands that it must keep the Regulatory Authority aware of important events, changes and incidents in a timely manner.

The IAC is committed to working with NSW Department of Education & Communities in an open and positive manner to ensure that our notification processes meet the requirements of current legislation and guidelines.

### Notice of change in management

*C(E&CS)SPR 2012 Regulation 102*

*The IAC will ensure that within 14 days we provide written information to the Regulatory Authority on the following events:*

- any appointment or removal of a person with management or control of our childcare services by the approved provider

### Notice of significant changes

*C(E&CS)SPR 2012 Regulation 103*

*The IAC will ensure that within 7 days we provide written information to the Regulatory Authority on the following events:*

- any significant change that may affect our capacity to provide the service
- any change to the hours and days of operation of our service
- any proposed change to our premises
- if the approved provider is notified of the suspension or cancellation of a working with children card or teacher registration of, or disciplinary proceedings under an education law of a participating jurisdiction in respect of, a nominated supervisor or certified supervisor engaged by the service
- if a nominated supervisor of our childcare service ceases to be employed or engaged by us or withdraws consent to the nomination
- any incident that requires the approved provider to close, or reduce the number of children attending, the education and care service for a period
- ceasing to operate the childcare service
- the appointment of receivers or liquidators to the approved provider or any other matters that affect the financial viability and ongoing operation of the education and care service
- any other important events

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### Notice of changes to contact information

*C(E&CS)SPR 2012 Regulation 104*

*The IAC will ensure that within 7 days we provide written information to the Regulatory Authority:*

- if there is any change to our contact information

### Notice of changes to premises

*C(E&CS)SPR 2012 Regulation 105*

*The IAC will ensure that we provide written notice to the Regulatory Authority of any proposed alteration, renovation or demolition of any building or other structure on the premises of the service at the earlier of:*

- at least 6 weeks before any relevant work commences, or
- before the consent or approval of any public or local authority is sought for the relevant work

### Notice of criminal charges or convictions

*C(E&CS)SPR 2012 Regulation 106*

*The IAC will ensure that within 7 days we provide written information to the Regulatory Authority:*

- if a person in the control and management of the IAC is charged with or convicted of a notifiable offence
- if the approved provider becomes aware that a member of staff (including the nominated supervisor) has been charged with or convicted of a notifiable offence
- if the nominated supervisor is charged with or convicted of a notifiable offence

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## COMPLIANCE

*This policy complies with:*

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- National Quality Framework

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## REFERENCES

*This policy should be read with:*

- C(E&CS)SPR 2012 - Part 7 Administrative requirements - Division 3 Miscellaneous (Regulations 100-106)