

## 10.10 Managing Compliance within the Service Policy

The service recognises that strategies must be in place to ensure ongoing compliance with relevant legislation. This policy is designed to identify the various legislation and government authorities where compliance is required and clear strategies for ensuring the service actively monitors compliance aspects.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Family and Child Commission Act 2014*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *Australian Government Department of Education Children's Services Handbook\\*
- *Privacy Act 1988 and Regulations 2013*
- *Work Health and Safety Act 2011 and Regulations 2011*
- *National Quality Standard, Quality Area 7 – Governance and leadership*
- *Policies: 8.2 – Educational Leader Policy, 10.1 – Quality Compliance Policy, 10.5 – Approval Requirements under Legislation Policy, 10.6 – Nominated Supervisor Policy, 10.7 – Insuring Risks Policy, 10.9 – Risk Management and Compliance Policy.*



### Procedures

The service shall actively work towards compliance with:

- *Education and Care Services National Law, 2010 and Regulations 2011;*
- *National Quality Standard for Education and Care Services and School Age Care;*
- *Commonwealth Child Care Act 1972 (Child Care Benefit);*
- *Family and Child Commission Act 2014*
- *Working with Children (Risk Management and Screening) Act 2000 and Regulations 2011*
- *Work Health and Safety Legislation;*
- *Child Protection Legislation.*

Compliance monitoring strategies shall be implemented including:

- Developing compliance checklists for use within the service on a regular basis, such as safety checklists;
- Updating the compliance checklists on a regular basis or as new information regarding changes to the implementation of regulations, legislation or standards becomes available;

- Seeking reputable organisations to conduct external audits and to provide reports regarding compliance issues to the service on a regular basis; and
- Acting on any relevant recommendations or notification to changes in compliance requirements immediately.

Information shall be made accessible to families, volunteers and employees regarding the service policies and procedures in relevant handbooks as well as having access to a full copy of the service policies and procedures at the service.

Information shall be dispersed to families, volunteers and employees through appropriate newsletters, flyers and other methods of communication.

### **Positive Notice Blue Card Compliance**

All employees, volunteers and executive members of management must hold a current and valid Positive Notice for Child Related Employment blue card.

Prospective paid employees shall not be engaged to work at the service without being in receipt of a current blue card. A certified copy of the blue card shall be maintained at the service.

A blue card register will be maintained at the service containing the certified copies of blue cards of all employees, volunteers and executive members of management. The Blue Card Organisation Portal will be regularly checked by management to track expiry dates.

All employees, volunteers and executive members of management holding existing blue cards prior to their involvement with the service shall be required to complete appropriate documentation to have their engagement with the service recorded through the Blue Card Organisation Portal. All employees, volunteers and executive members of management shall be provided with information regarding their responsibilities in holding a blue card.

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