

Governance Exceeding Themes Nominated Supervisor

Standard 7.1

Name of the person conducting the checklist: _____ Date: _____

Embedded Practice

Can you give examples of governance arrangements and admin systems that consistently support high quality outcomes and continuous improvement? Yes No NA

Can you discuss (eg with an assessor) some of the management systems and decision-making processes at the service that promote risk management and continuous improvement eg recruitment practices, complaint procedures, incident procedures and supervision practices? Yes No NA

Can you discuss (eg with an assessor) how the service philosophy influences your daily practices and service operations, how it was developed and how and when it's reviewed? Yes No NA

Can you describe how the philosophy promotes the guiding principles of the National Law (Section 3: ensure children's rights and best interests, ensure children are successful, capable and competent learners, reflect principles of equity, inclusion and diversity, value Indigenous cultures, support parents/families, implement best practice) Yes No NA

Can you explain how recruitment and retention practices reflect the diversity of the local community? Yes No NA

Can you discuss (eg with an assessor) your role and responsibilities in relation to children, families, staff and service procedures? Yes No NA

Are your confident governance and admin practices are consistent with your written policies, procedures and records? Yes No NA

Critical Reflection

Is there evidence you regularly contribute to critical reflections about the service philosophy to ensure it meets current service priorities and values, and make changes where required? Yes No NA

Is there evidence you regularly participate in reviews of systems, policies and procedures to ensure they meet current needs, are adjusted as required based on identified risks or past incidents, and reflect best practice approaches? Yes No NA

Can you discuss (eg with an assessor) how governance and decision-making processes are consistent with professional standards and promote continuous improvement? Yes No NA

Is there evidence you encourage all staff to suggest ways to strengthen governance and admin systems, and implement sensible/valid ideas? Yes No NA

Is there evidence you collaborate with people who may be affected prior to implementing changes, including explaining the need for change? Yes No NA

Is there evidence you ensure any change to governance practices is understood by all and implemented appropriately? Yes No NA

Engagement with families and community

Is there evidence governance practices reflect the service's unique geographical, cultural and community environment? Yes No NA

Is there evidence you consider the priorities and voices of children and families when developing and implementing governance practices? Yes No NA

Is there evidence you encourage families and community members to review and provide feedback on the service philosophy, policies and procedures, governance and admin systems? Yes No NA

Is there evidence you help families and community members to understand how they can provide feedback, and the role and responsibilities different staff members have? Yes No NA

Is there evidence governance and admin systems help children and families feel valued and included? Yes No NA

Actions required