



Responsible Officer	Vice-President, University Services		
Contact Officer	General Manager of UNSW Early Years		
Superseded Documents	This is a new policy		
Review			
File Number			
Associated Documents	Early Years policy and procedure manual		
Version	Authorisation	Approval Date	Effective Date
1.0	Authorised by the [President and Vice-Chancellor]	11 November 2013	11 November 2013

1. Preamble

The University of New South Wales considers important, the provision of early childhood education and care to the staff and student families of the University that is of high quality, conveniently located, affordable and sustainable.

1.1 Purpose

This policy and associated procedures support the operations of Early Years centres so they are managed in accordance with relevant legislation and regulations.

1.2 Background

UNSW has provided child care on campus since 1969. In 2008, the University amalgamated all the Early Years centres under one management model and undertook to own, operate and fund the child care services.

In 2010 the child care services unit was rebranded as Early Years at UNSW. Early Years includes House at Pooh Corner, Kanga's House, Owl's House and Tigger's Honeypot.

2. Scope

This policy applies to the operations of the 4 Early Childhood Education and Care Centres owned and operated by the University.

3. Definitions

ECEC – Early Childhood Education and Care

ACECQA – Australian Children's Education and Care Quality Authority

4. Policy Statement

The University is required to operate the ECEC centres according to the *Children (Education and Care Services National Law Application) Act 2010* ("the Act") and in accordance with the *Education and Care Services National Regulations* ("the National Regulations")

UNSW is committed to the seven key outcomes of the *National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care*:

1. Children are born and remain healthy
2. Children's environments are nurturing, culturally appropriate and safe
3. Children have the knowledge and skills for life and learning
4. Children benefit from better social inclusion and reduced disadvantage, especially Indigenous children
5. Children are engaged in and benefiting from educational opportunities
6. Families are confident and have the capabilities to support their children's development
7. Quality early childhood development services support the workforce participation choices of families.

To comply with its obligations under the Act and the National Regulations, Early Years at UNSW will, having regard to legislative requirements and the outcomes of the *National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care*,:

- Develop an overarching *Early Years Procedure Manual*
- Ensure each centre has local procedures and guidelines consistent with and complimentary to the University's obligations

The manual, procedures and guidelines must be made available to centre staff and parents of children at the centres.

5. Legal & Policy Framework

The operation of ECEC centres in NSW is regulated by the NSW Department of Education and Communities.

The University child care centres also operate under the *National Quality Framework for Early Childhood Education and Care and Outside School Hours Care services*.

6. Implementation

6.1 Roles & Responsibilities

UNSW is the approved provider of the ECEC centres and the Vice-President, University Services is responsible for ECEC at the University.

The General Manager of Early Years is the representative of the services and each centre must have one 'Nominated Supervisor' who has the continuous responsibility for the day to day operations and compliance (the 'Responsible Person'). 'Nominated Supervisors' must hold a certified supervisor's certificate.

Each centre must have additional regulatory Certified Supervisors who have agreed to take on the responsibility of the 'Responsible Person' when asked to do so. The Nominated Supervisor must ensure that there is a 'Responsible Person' on site at all times and the 'Responsible Person' can be identified by signage within the centre.

The Approved Provider, Nominated Supervisor, Certified Supervisors and all ECEC staff are responsible for compliance with the Regulations.

6.2 Support & Advice

The General Manager of Early Years is the point of contact at UNSW.

The 'Nominated Supervisors' are the point of contact for each centre.

6.3 Communication

Early Years policies, procedures and guidelines are developed in accordance with the Children (Education and Care Services) National Law (NSW) and the National Regulations. All stakeholders are made aware of these frameworks at time of enrolment or employment.

7. Review

The Policy is due for review three years from the date of effect.

The Early Years Policy and associated documents will follow the review processes set out in the National Regulations.

It is a requirement of the National Regulations that amendments to this policy and associated procedures must be notified to families of children at the child care centres at least 14 days before the amendments take effect.

8. Acknowledgements

Websites

- Department of Education
<http://education.gov.au/>
- Department of Education and Communities
<http://www.dec.nsw.gov.au/>
- ACECQA
<http://acecqa.gov.au/>

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	President and Vice-Chancellor	11 November 2013	11 November 2013	