



COMMITTEE HANDBOOK

Table of Contents

Acknowledgement Of Country	3
Mission Statement	3
Centre Background	3
Centre Structure	4
Centre Philosophy.....	4
Decision Making Process	4
Code Of Conduct	5
Code of Ethical Conduct	6
Commitment To Child Safety	7
Committee of Management	8
Emergency and Evacuation.....	10
Committee of Management - Roles and Responsibilities	11
Hobsons Bay City Council	14
Policies.....	14
Reconciliation Action Plan (RAP)	15
Smoke Free Zone	15
Term Dates.....	15
Working Bees	15

Acknowledgement Of Country

The staff, children, families and communities of Emma McLean Kindergarten and Daycare wish to acknowledge the traditional owners of the land on which we play and learn. We pay our respects to the Wurundjuri people of the Kulin Nation, their elders past, present and emerging. We acknowledge the strength and resilience of all Aboriginal and Torres Strait Islander people, families and communities.

Mission Statement

The Emma McLean Kindergarten and Daycare, through collaboration with families, children and staff strive to provide unique, flexible and high-quality kindergarten and long day care programs in a safe and supportive environment, servicing our local community and their needs. We embrace best practice and responsive play-based programs, fostering independence, confidence, resilience, respect, imagination, and a love of learning for all children.

Centre Background

The Emma McLean Kindergarten was originally opened in 1944 as a sessional kindergarten only. The children were housed in the Mechanics Institute, which originally occupied the site of the current playground. The centre was named after a local resident, Ms Emma McLean, who was a strong activist for the rights of all children to access a kindergarten program.

In 1994 the centre was in danger of closing so the committee at the time, decided to take on a brave new initiative. Taking into consideration the changing needs of the community they introduced an integrated 4-year-old kindergarten/long daycare program as well as a 3 year old long daycare program.

With these changes the Emma McLean kindergarten and Daycare Inc was formed and was able to ensure its continued existence, as well as provide a unique service within the Hobson's Bay area.

In 2022 we embraced another change with the introduction of funded 3 year kindergarten, integrated with long daycare

Towards the end of 2023 the old building was demolished to make way for a new state of the art building. The new building was opened in January 2024 allowing the service to provide both 3 and 4 year old sessional kindergarten as well as providing addition care in a long daycare setting.

Both staff and parents over the years have worked tirelessly to form a long-standing tradition within the Spotswood community and make it the centre it is today. The backbone of Emma McLean Kindergarten and Daycare has been its determination to continue to provide quality services to the children and families within the community, over the centre's long history.

Emma McLean Kindergarten and Daycare is managed by a parent committee and as such relies heavily on families volunteering their time to ensure that the centre remains viable.

Hobson's Bay City Council own and maintain the premises as a part of the licensing agreement.

Centre Structure

Emma McLean Kindergarten and Daycare is registered with Consumer Affairs Victoria as an incorporated association and is therefore a legal body in its own right. The centre is run by a Committee of Management, made up of parent volunteers and is obliged to follow a set of rules, contained in the Statement of Purposes and Rules. This document can be found on the centre website at <https://www.emmamcleankinder.com.au/>

Centre Philosophy

We believe that all children are unique individuals who have the right to be nurtured, respected and heard. We celebrate their differences through encouraging the sharing of each family's traditions and cultures to create an inclusive environment. We acknowledge and embed Indigenous culture and learning within our service, thanking and respecting the first peoples past, present and future leaders. We create a warm, safe and caring environment which provides the children, families and educators with a sense of belonging and community. Our collaboration between children, families and educators enhances our ability to set goals, meet individual developmental needs and to provide open-ended play-based experiences to promote life-long learning. Through positive role modelling we encourage children to make healthy choices surrounding food and exercise, self-regulation and sustainable practises regarding our environment. We value and respect our co-educators, working closely together to consolidate our skills and knowledge for best practice. We continually challenge our thinking and that of the children by attending professional development and obtaining new skills. We believe that childhood is a precious time of life, to be valued and enjoyed in its own right. This is the time where foundations are laid for future health, learning and wellbeing.

Decision Making Process

All decisions regarding the centre are discussed and voted on at Committee level. A majority vote is required for any decision to be passed. The Committee needs to focus on decisions made for the centre as a whole and no decision can be made without a quorum of five elected members present.

Code Of Conduct

This code of conduct has been drawn up to outline the standard of conduct expected of members of the committee of management, staff, parents, contractors and others involved with *the Emma McLean Kindergarten and Daycare*. The fundamental principles outlined in this code of conduct are intended to guide the above-mentioned group of people to act in a fair and ethical manner for the benefit of *the Emma McLean Kindergarten and Daycare* and its members.

The *Emma McLean Kindergarten and Daycare* is committed to the following values underpinning the interactions that committee, staff members, parents, students, volunteers and contractors have with one another and when they are representing the service. *The values that are most relevant to the Emma McLean Kindergarten and Daycare are: trustworthiness, respect, responsibility, fairness and courtesy.*

All parties bound by this code will:

- strive to achieve *the Emma McLean Kindergarten and Daycare* vision and mission of the organisation and uphold its core values
- take a zero tolerance to racism, child abuse and discrimination.
- ensure all *the Emma McLean Kindergarten and Daycare* activities and decisions are in compliance with relevant legislation, and in line with the constitution, by-laws and policies of the organisation
- promote the work of *the Emma McLean Kindergarten and Daycare* and keep informed about its programs and activities
- ensure that the activities of *the Emma McLean Kindergarten and Daycare* are responsive to the needs and interests of the children and their families.
- acknowledge that the organisation is funded by public money and ensure that decisions are made appropriately, and are open to public scrutiny (while recognising the need to be confidential and comply with the service's privacy policy when individual users and staff are under discussion)
- ensure accountability to the members by documenting and communicating actions and decisions, as appropriate
- apply the principles of equality and diversity, and ensure that the organisation is fair and open in all of its activities
- actively seek input from and communicate with all members
- act with honesty, fairness and openness in all dealings as representatives of *the Emma McLean Kindergarten and Daycare*.
- uphold and assist others dealing with the organisation to uphold the highest standard of professional conduct
- conduct themselves in a manner which does not undermine the reputation of *the Emma McLean Kindergarten and Daycare* or its staff
- exercise the powers vested in them in whatever capacity for the good of all members of *the Emma McLean Kindergarten and Daycare* and not secure any benefit or advantage for themselves
- disclose any real, potential or perceived conflicts of interest promptly and comply with agreed processes for the management of such conflicts
- respect the privacy and confidentiality of all information, papers, discussions, and decisions and use information gained in their roles appropriately
- act prudently and with probity to protect all financial assets and resources of *the Emma McLean Kindergarten and Daycare* and ensure that they are used to deliver the service's objectives
- Committee members must ensure that the committee performs effectively by:
 - ensuring cooperation of all committee members to manage the committee's operations
 - striving to attend all committee meetings and contribute productively to meetings
 - acknowledging and respecting diverse views on the committee and amongst members
 - participating in annual committee performance appraisal, renewal and succession planning
 - developing a risk management plan and taking actions to mitigate identified risks
- accept collective responsibility for the decisions of the committee
- utilise their individual skills, personal qualities and knowledge for the benefit of the organisation.

Code of Ethical Conduct

The Emma McLean Kindergarten and Daycare has a Moral Code of Conduct which guides appropriate behaviours and informs committee members, staff, parents, student, contractors and visitors of the centres expectations. In doing so, families and the community will view the Centre's service more positively.

Key Principles:

Integrity, Selflessness, Respect, Honesty, Leadership, Accountability, Objectivity, Openness

General Obligations

Committee members, staff, parents, student, contractors and visitors;

Should behave in a way that is:

- Pursuant to the Code of Ethics
- Is proper and ethical
- Lawful
- Honest and diligent

Should not behave in a way that is:

- An abuse of power
- Intimidating or abusive
- Discriminatory

Fairness And Equity

You have an obligation to consider issues fairly and consistently. Only consider relevant information.

Harassment And Discrimination

You must not harass or discriminate against others, or support those who do the same.

Development Decisions

If there is any uncertainty about the ethical issues around an action or decision you are about to take, you should consider these four points:

- Is the decision or conduct lawful?
- Is the decision or conduct consistent with center policy and objectives?
- What will the outcome be for management, work colleagues, parents, children and any other parties?
- Do these outcomes raise a conflict of interest?

Gifts Or Benefits

You must not:

- Ever accept an offer of money, regardless of the amount.
- Seek or accept a bribe.
- By virtue of your position acquire personal profit.
- You may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on your part.
- If you receive a gift of more than token value in circumstances where it cannot reasonably be refused or returned, you should accept the gift and disclose this promptly to your Committee of Management or the Centre Director.

Commitment To Child Safety

The Emma McLean Kindergarten and Daycare is committed to child safety by clearly stating that;

- we have a zero tolerance to child abuse. All allegations and safety concerns will be treated very seriously and consistently in line with our policies and procedures.
- We will follow our duty of care and legal obligations to contact authorities when we are worried about a child's safety.
- The safety and wellbeing of all children in our care is our first priority; it is fundamental to their ability to learn and develop.
- We support and respect all children and uphold their right to feel and be safe at all times.
- Actively work to listen to; and are committed to the participation and empowerment of all children.
- We are committed to preventing child abuse, identifying risks early, and removing and reducing these risks.
- We have an appropriate screening process that we follow before employing new staff; checking references and ensuring they have a current Working With Children Check (WWCC) and/or a current registration with the Victorian Institute of Teaching
- We are committed to regularly training and educating all staff members regarding child abuse, risks and how to interact and behave with children.
- We are committed to providing and promoting safe environments for all children, including vulnerable children.
- We provide and promote the cultural safety of Aboriginal children, Torres Strait Island children, children from culturally and linguistically diverse backgrounds and we provide a safe environment for children with a disability.
- We will ensure that all staff members understand the process for reporting any child safety issues
- We are committed to ensuring all staff members and volunteers understand that child safety is everyone's responsibility.
- We promote our commitment to the Child Safe Standards and support our members to maintain these standards.

Committee of Management

An Incorporated Association is legally required to establish a Committee of Management to govern the organization. The committee is elected to control and manage the business and affairs of the association and have responsibilities as the Approved Provider, employer of staff and manager of the service throughout their elected term of office. The Committee of Management is the decision making body of the association and has the power and responsibility to ensure the proper management of the association. It is made up of parents of children who currently attend the service, future families on enrolment waitlists and or interested community members.

Operating requirements

The committee is responsible for ensuring that operations are in accordance with the centre's constitution. Participation as a member of the committee necessitates an acceptance of the responsibilities under the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2020, the Information Privacy Act 2000, the Education and Early Childhood Development policies , procedures and funding criteria and all other relevant industrial Acts, awards and agreements.

A breach of the legislation may constitute an offence under the Act to which a penalty is attached. Therefore, committees must;

- understand the risks and liabilities that can arise when being in charge of the governance of the association, and exercise care, skill and diligence in all their dealings and decisions.
- Ensure that the association's activities are in line with the aims and rules of its constitution.
- Ensure that policies and procedures and risk management strategies are developed, documented and observed at all times.

How does the Committee manage

The Committee does this by;

- Ensuring that systems are in place to enable the centre to carry out its operating functions
- Developing policies to ensure continuity
- Ensuring that the office bearers, subcommittees and employees carry out their duties
- Establish mechanisms for gaining parent input and informing parents about committee decisions
- Keeping up to date with current legislation and current changes within the industry
- Keeping adequate written records.

Election of the Committee of Management

When the Annual General Meeting (AGM) is held, generally in the first week of February, all committee positions are vacated, and nominations are called for to fill the vacancies. Members of the committee of management are expected to sit for twelve months until the next AGM.

The committee is made up of;

Executive Committee • President • Vice President • Treasurer • Secretary	General Committee • Assistant Secretary • Assistant Treasurer • Parent Liaison • Staff Liaison • OHS Representative • Maintenance • Fundraising /Social Events • General members
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Any parent/guardian of children attending the service may attend committee meetings, however only elected members have voting rights

A healthy and well-functioning committee:

- has a mix of skill and experience required to run the business, appropriate representation and effective succession planning
- is cohesive, with committee members having an agreed vision for the organisation, values and understanding of their role
- has committee members as leaders who are willing to work together for the success of the organisation
- adheres to a clear set of systems and principles
- has clarity about roles, responsibilities and tasks, including documented job or role descriptions
- adheres to a code of ethical conduct
- strives for teamwork and cooperative interaction between committee members, active participation in meetings and decision making
- has a clear understanding of operations, strategy and financial responsibilities
- has strong links to constituent community
- has strong structure and integrated management system
- has good relationships with staff and clear reporting procedures
- has clear guidelines for 'delegated authority' and subcommittee tasks
- has clear processes and ways to review activity
- is accountable to community and stakeholders
- ensures ongoing policy development
- ensures good documentation.

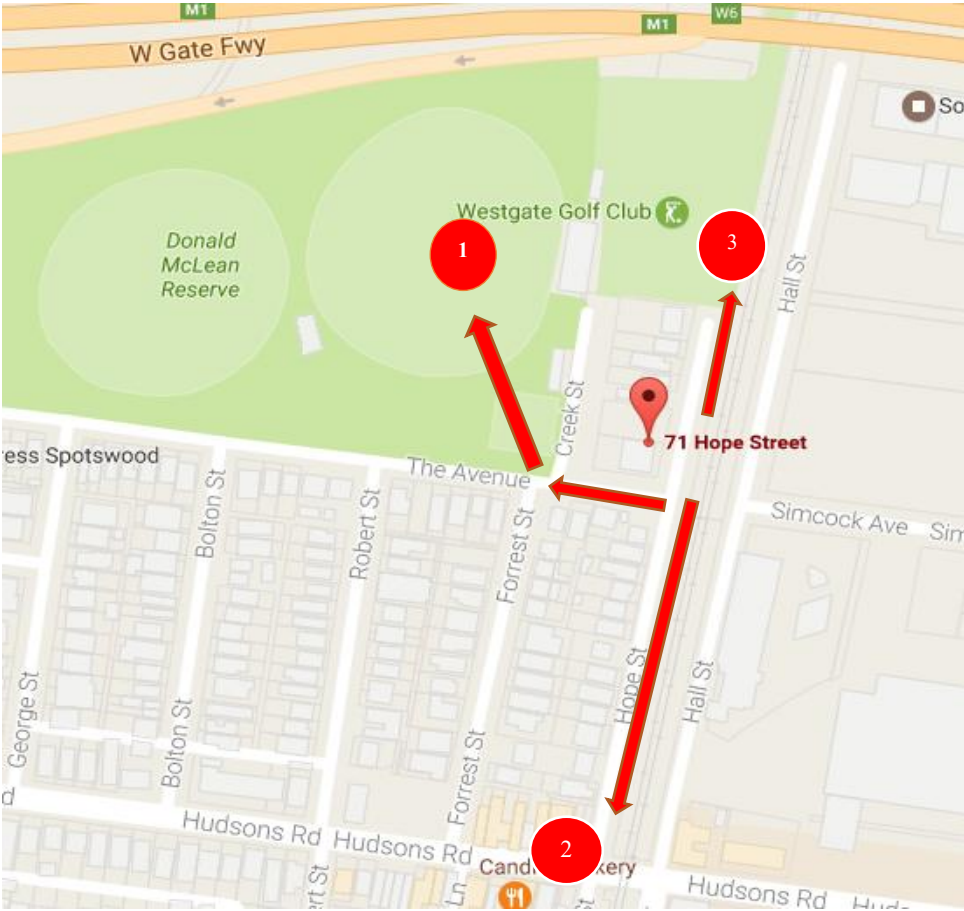
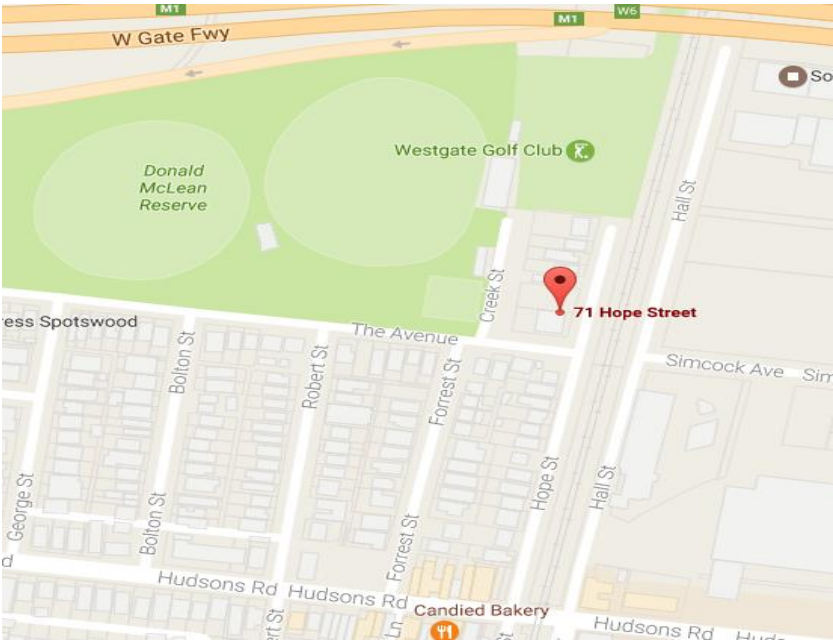
Emergency and Evacuation

Area Maps

Evacuation Assembly Area 1 – Spotswood Football Oval, 200m, 2 minutes

Evacuation Assembly Area 2 – Cnr Hope Street and Hudson Rd, 200m, 2 minutes

Evacuation Assembly Area 3 – Golf Course, 200m, 2 minutes

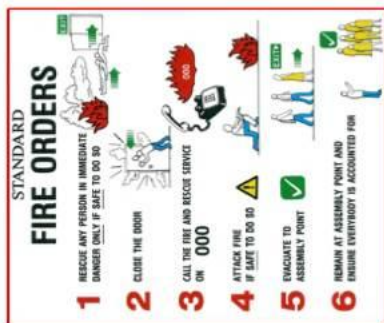
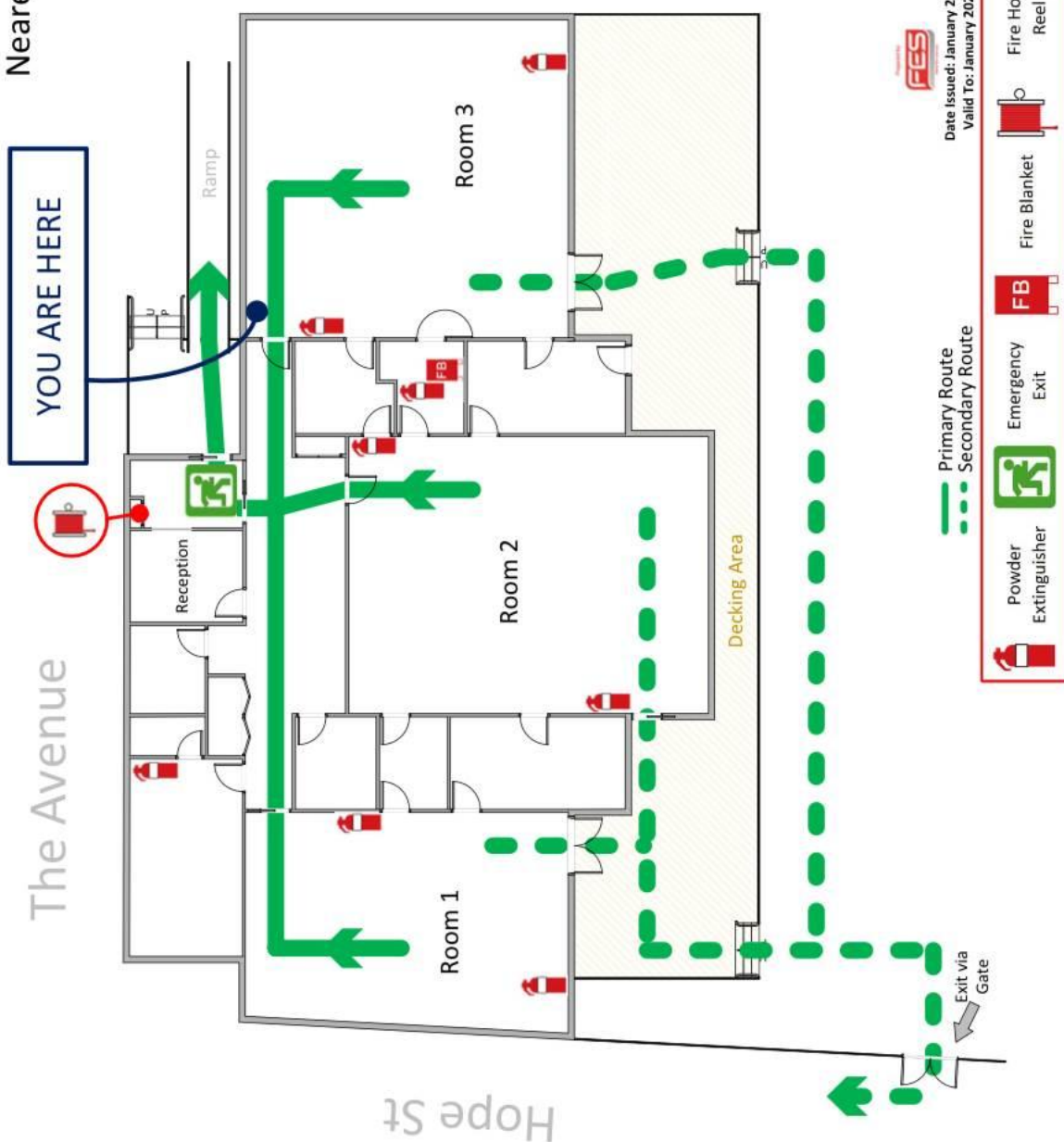


Evacuation Diagram



71 Hope St, Spotswood VIC 3015

Nearest cross road – The Avenue



Assembly Point:
Creek Street Carpark



Committee of Management - Roles and Responsibilities

Each of the roles on the committee of management has different responsibilities and workloads throughout the year. The information below determines the responsibility of each role.

Role	Responsibility
President	• Ensure that the job of the Committee of Management is being done • Coordinate the committee and staff roles • Delegate tasks and form subcommittees as required • Act as the official spokesperson for the committee • Attend meetings on behalf of the committee or ensure kinder representation by delegation to other committee members (e.g. Kindergarten Parents Victoria AGM, Hobson's Bay Kindergarten Consultative Committee meetings) • Facilitate and chair the committee meetings • During the committee meeting ensure decisions are made democratically • Hold the deciding vote during hung (tied) votes at the committee meeting • Negotiate with outside bodies, as required • Respond to correspondence, when required • Ensure that all parents are informed about the service and committee decisions • Present the annual report at the AGM • Promote ownership of the Quality Improvement Plan (QIP) amongst committee, staff and community • Ensure good handover to incoming President following AGM
Vice President	• Assist the President in carrying out his/her responsibilities • Assume the President's role in his/her absence • To sign up and read ELAA and ACEQA newsletters, and pass on all relevant information to the committee.
Treasurer	• Ensure accurate financial management of centre funds • Assume overall responsibility for all financial records, prepare the annual budget and monitor the budget continuously throughout the year, oversea staff salaries in conjunction with the Centre Coordinator (Note: Emma McLean employs a Centre Coordinator who is responsible for the day-to-day financial activities of the service including staff salaries and budgets) • Present monthly financial statement to the committee • Present audited annual financial report at the AGM • Ensure good handover to incoming Treasurer following AGM
Secretary	• Ensure agenda for AGM and committee meetings is prepared and distributed approximately 1 week before each monthly meeting • Notify committee members of meeting dates and times • Record and distribute minutes and keep minutes folder up to date • Follow up with the Centre Coordinator to ensure that all relevant documents are sent to appropriate outside bodies after the AGM (e.g. Department of Human Services, Consumer Affairs Victoria (CAV), Hobson's Bay Council) • Ensure good handover to incoming Secretary following AGM • Maintain the register of members, notify Consumer Affairs Victoria (CAV) of any changes to the association details and complete an Annual Statement (within one month after the AGM) (Note: Emma McLean's Centre Coordinator will prepare all necessary paperwork for Consumer Affairs Victoria.
Assistant Treasurer	• Assist the Treasurer with tasks as delegated • Assume the Treasurer's role in his/her absence
Assistant Secretary	• Assist the Secretary with tasks as delegated • Assume the Secretary's role in his/her absence • Assume the Secretary's role within 14 days should the position become vacant for the remainder of the term or until a replacement is appointed
Parent Liaison	• Point of contact/representative of the committee for parents and families at service

Role	Responsibility
Staff Liaison	• Point of contact/representative of committee for staff at service • Assist the Educational Leader to prepare and conduct quarterly staff reviews as required • Assist Coordinator with recruitment of new staff, as required
Occupational Health and Safety	• Assist the Coordinator and the service's OH&S staff representative on all matters relating to the services occupational health and safety procedures and checklists • Ensure daily inspection checklists are being completed by staff • Ensure weekly inspection checklists are being completed by staff • Ensure monthly review checklists are completed by the service's OH&S staff representative and that issues are reported to committee
Maintenance	• Coordinate the working bees • Prepare a list of task to be completed at all working bees in consultation with the Coordinator • Help maintain the building and grounds with the assistance of the other centre families when required (Note: Building is owned by Hobson's Bay Council who are responsible for its general upkeep and maintenance)
Fundraising/Social Events	• Coordinate limited fundraising activities; ○ Bunning's BBQ, Miller's Road, Altona North as scheduled by Bunning's ○ Children's Disco ○ Tea Towels • Put forward proposals to the committee and coordinate all social activities ○ Social functions for parents
General Member	• General members are defined as members who do not hold an office position but play a vital part in the effective operation of the committee. • They may be nominated to a particular subcommittee or take on a short term project role. • Share responsibility, contribute to discussions and participate in all decision making.
Duties of all members of the Committee of Management	• Attend all scheduled meetings. Each member has an equal voice during discussions. • If unable to attend scheduled meetings, apologies must be relayed to the secretary prior to a meeting. • Come prepared for meetings by reading the agenda, reports, minutes and all relevant information • Follow meeting procedures • Participate in all activities of the committee • Contribute to discussions and take part in all decision making • Respect confidentiality of information • Abide by the centres policies and procedures • Share responsibility for all committee decisions • Ensure allocated tasks are completed • Declare any conflicts of interest immediately and work with the committee in the management of the conflict. • Maintain confidentiality of committee papers, discussions at committee meetings and information gained whilst on the committee. • During the meeting members may volunteer to take on action items relevant to their role and report back to the members at the following meeting. • All new committee members are expected to attend the Hobsons Bay City Council Training day • Attend a Kindergarten Consultative meeting if required at the Hobsons Bay City Council chambers • Outgoing member are expected to give a handover to their incoming counterpart • All members are asked to support and assist in achieving outcomes and contributing to the centre's Quality Improvement Plan.

Hobsons Bay City Council

The building and grounds are owned by Hobson's Bay City Council who support the centre by providing some maintenance, regular painting, and ensuring that safety regulations in regards to fencing, outdoor equipment and the amenities of the building are up to the required safety and standard.

Policies

Full versions of all centre policies are available on the kindergarten website

<https://www.emmamcleankinder.com.au/> or can be provided to you upon request.

The centre policy folder is kept in the office and is available to you and can be accessed at any time

- Educational Program
- Inclusion and Equity
- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Asthma
- Child Safe Environment
- Clothing
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Diabetes
- Emergency and Evacuation
- Edible Garden
- Epilepsy
- E-Safety for Children
- Excursions and Service Events
- Food Safety Policy
- Hygiene
- Incident, Injury, Trauma and Illness
- Nutrition and Active Play
- Road Safety and Safe Transport
- Relaxation and Sleep
- Sun Protection
- Supervision of Children
- Tobacco, e-Cigarettes, Alcohol and Other Drugs
- Water Safety
- Occupational Health and Safety
- Environmental Sustainability
- Workplace Discrimination and Harassment
- Code of Conduct
- Determining Responsible Person
- Participation of Volunteers and Students
- Staffing
- Equal Employment Opportunity
- Return to work
- Staff Grievance and Discipline
- Overtime/Time in Lieu
- Staff Health and Wellbeing
- Interactions with Children
- Enrolment and Orientation
- Fees
- Governance and Management of the Service
- Complaints and Grievances
- Information and Communication Technology
- Occupational Violence and Aggression
- Prevention of Harassment and Bullying
- Privacy and Confidentiality

Reconciliation Action Plan (RAP)

The Emma Mclean Kindergarten and Daycare has a Reconciliation Action Plan (RAP) that states our commitment to reconciliation with the Aboriginal and Torres Strait Islander peoples.

The RAP helps to support our service to develop respectful relationships and create meaningful opportunities with Aboriginal and Torres Strait Islander peoples.

Our vision for reconciliation is to continue to educate ourselves and children about Aboriginal and Torres Strait Islander history and culture. We aim to be a culturally safe, rich and proud service.

Through embedding the 8 Aboriginal ways of learning we hope to continue to be an inclusive and respectful place where all are welcomed, working together to learn and grow

Smoke Free Zone

The Centre is a Council owned building and as such is a “Smoke Free” zone. Staff may smoke outside, in break times only and are asked to refrain from smoking anywhere within view of the children and families. Please ensure that you thoroughly wash your hands after your cigarette and that you do not go into the room smelling of smoke.

Term Dates

2026

Term 1	27 th January	2 nd April
Term 2	20 th April	26 th June
Term 3	13 th July	18 th September
Term 4	5 th October	18 th December

Working Bees

Working bees are held four times a year to maintain the facilities and to save money on maintenance. Activities at a working bee may include attending our Bunnings sausage sizzle, or attending one of the 3 working bees at our centre. Jobs done at these include making minor repairs, gardening, some cleaning, raking mulch, replacing sand etc.

Staff members will be asked to supervise at one working bee throughout each year.

Time spent at the working bee will not be paid time but can be recorded as time off in lieu (TOIL) at double time.

eg: work for 4 hours receive 8 hours in TOIL.