



East Adelaide School Out of School Hours Care

Governance and Management Policy.

East Adelaide School
Out of School Hours Care
Last Review October 2019
Next Review: October 2022

1. Background

This policy focuses on effective leadership and management of the service that contributes quality environments for children’s learning and development. Well documented policies and procedures, well maintained records, shared values, clear direction and reflective practices enable the service to function as a learning community. An ongoing cycle of planning and review, including engagement with families, creates the climate for continuous improvement. – Guide to the National Quality Standard, October 2011, ACEQUA.

A comprehensive overview of the governance and management of OSHC services can be found on <https://www.education.sa.gov.au/parenting-and-child-care/child-care/services-and-programs/out-school-hours-care-oshc>. This information addresses the work that needs to be undertaken. OSHC services must ensure they have a full understanding of requirements and ensure that the staff team also has access to all the National Quality Framework documentation.

2. Relationships to Other Policy/Regulation

| Regulations | National Quality Standard | Other policies/service documentation | Other legislation/Guidelines |
|--|---------------------------|---|------------------------------|
| 168 171, 172, 173, 177 183-184 185 103-115 | 7.3 | Family Handbook Employee Handbook Complaints Policy | Food Safety Standards |

Please note the following:

- Refer to Regulation 173 to locate the list of prescribed information that services must display.
- Regulation 172 states that there is to be notification of changes in policies and procedures.
- Regulation 185 states that is a requirement that the National Law and the Regulations are available at the service’s premises.

3. Definitions

ACECQA – Australian Children’s Education and Care Quality Authority



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4. Policy Statement on Governance and Management

The East Adelaide OSHC service undertakes to ensure that all aspects of governance and management are clearly articulated and that this compliments the service philosophy and statement of purpose. There is an ongoing process of review and evaluation and all relevant information is readily available to stakeholders.

The EAS OSHC through Governing Council must ensure that copies of the current service policies and procedures required under Regulation 168 are available for inspection at the service at all times (as per Regulation 171).

4.1 General:

- Define the roles and responsibilities of key personnel and delegate tasks accordingly where these tasks are to be undertaken by educators/staff. Consider Awards and levels of Award and the time estimated to complete these tasks.
- Communication between the service and management will take place through an advisory committee which reports to Governing Council twice a term. This committee will consist of at least one of each of the following: parent users, governing council members, school leadership and service Director/Assistant Director.
- The OSHC service is operated by a school Governing Council that is the legal entity and the employer of staff/educators. There is a comprehensive two-way reporting process and meeting schedule between the OSHC service and the Governing Council.

4.2 Philosophy and Policies:

- The development and review of these documents is an ongoing process.
- The philosophy and associated statement of purpose should underpin all other documentation and the practices of the service. A philosophy statement of purpose should underpin all other documentation and the practices of the service. A philosophy should be developed and maintained by the OSHC community and be reflective of the values and requirements of its community. There should be a collaborative and consultative process to support the development of the philosophy. The statement of purpose defines how the statement of philosophy will be implemented.
- Policies (and procedures) provide clear documentation that defines agreed and consistent ways of doing things to achieve the stated outcomes.
- Both the philosophy and the policies should be ratified by the Governing Council.
- All documents should be dated and include nominated review dates.
- There should be a comprehensive index for the service policies as it is likely that umbrella policies may address several aspects of operational practice.
- The service philosophy and policies should be readily available for all stakeholders and there should be reference to this in various handbooks and general service information. Families can access the family handbook through the school website and educators receive a copy of the staff handbook on commencement at the service.
- The statement of philosophy will also be included in the Quality Improvement Plan for the service.
- There should be an electronic version of all current documentation of all policies.



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4.3 Financial Management:

- OSHC services need to be financially accountable and to be operated as a financially viable and sustainable business.
- The details of budgeting and fee setting are set out under the Fee Policy.
- For an OSHC service to improve and develop there must be scope to plan improvements for the service – it is good practice to maintain provisions for planned future expenditure. All specific provisions should be formally approved and noted in meeting minutes.
- It is a requirement of employers that there are provisions held for employee entitlements as per the Award. Such money should be available as needed. Employees should be advised of their available entitlements with each pay.
- Services operated by school Governing Councils on DfE sites must adhere to the organisational financial management policies and procedures outlined on the department website.

4.4 Statement on Facilities and the Environment:

- Regulations 103-115 relate to the physical environment required for an OSHC service. The requirements are set out clearly and need to be considered when site re-arrangements are considered.
- EAS OSHC through Governing Council must be aware of the requirements and ensure the requirements are met at all times.
- Services will require adequate storage space for equipment; there must be an appropriate space for administrative tasks as well as space where confidential meetings can take place. Areas for food preparation should meet the requirements of the Food Safety Standards and be approved by the relevant local government authority.
- Where service employees required to pack up after each session, consider the WHS implications and ensure risk assessments of the required practices are undertaken.

4.5 Equipment:

- To be inviting for children as well as meeting their needs, OSHC services need to have appropriate equipment that is well maintained and safe. This is an ongoing process and so the service budget should reflect this expense.
- There are processes set down for routine cleaning of toys and equipment. These processes and cleaning charts can be found in the OSHC office and are accessible to educators at the service. The service has a commitment to acting on items that require cleaning.
- Furniture will be checked to ensure it is safe.

4.6 Procedures for review and evaluation of service:

- Ongoing review and evaluation will underpin the ongoing development of the service. Such evaluation should involve all stakeholders, especially families, children and educators/staff.
- The development of a Quality Improvement Plan will form part of the review process. The development of a plan will require reflection on what works well, and what aspects of the service can be further developed.



4.7 Maintenance of Records:

- Regulation 177 outlines requirements and includes references to records that services must keep. The Regulation 183-184 detail storage of records.
- OSHC services have a duty to keep adequate records about staff, families and children in order to operate responsibly and legally. The service will protect the interests of the children and their families and the staff, using procedures to ensure appropriate privacy and confidentiality.
- **The Governing Council assists in determining the process, storage place and time line for storage of OSHC records.**
- The service's orientation and induction process will include the provision of relevant information to staff, children and families.
- Clear guidelines on which people have access to particular records will be given to advisory committee members, staff and families. These will be available at all times at the service.
- The Australian Tax Office, Family Assistance Office and the Department for Education assist in providing guidelines for the recommended length of time records must be kept and this information is available at the service.
- Confirm the length of time required for the storage of accident reports and recorded information about children's participation in the service.
- In the event of ceasing to operate, a service should identify where records will be kept.

4.8 Occupational Health, Safety and Welfare.

- The establishment and maintenance of a safe work place is a joint responsibility of employers and employees. The Governing Council of an OSHC service will have practices and procedures in place to address the legal requirements relating to safety in the workplace and this information should underpin any service specific requirements, including grievance/complaints procedures. At the commencement of the year, the service will undertake a Work Health and Safety review of site in line with school WHS procedure. A reporting procedure will be in place for educators to identify hazards and communicate this with the site WHS coordinator. Service leaders will guide educators to be aware of potential hazards and work health safety issues during the course of their daily work.
- The Site WHS Coordinators will include OHSC in their oversight of the site practice at all times. The Director must identify whether or not they should have someone undertake the responsibility of officer training at the service.

7. References

1. Department for Education Health & Safety at <https://edi.sa.edu.au/hr/for-managers/health-and-safety/creating-a-safe-workplace>
2. Department for Education Records Management at <https://edi.sa.edu.au/operations-and-management/reporting-data-and-records/records-management/records-management-unit>



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Last Review October 2019

Next Review: October 2022

3. ACECQA, National Law and Regulations at <https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations>