

# OUT OF SCHOOL HOURS CARE (OSHC) - ACTION PLAN

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| Approved Provider: |  | Provider Approval Number: | PR- |
| Service Name: |  | Service Approval Number: | SE- |
| Address: |  | | |

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| --- | --- | --- | --- | --- | --- |
| Name of principal: |  | Signature |  | Date |  |
| Name of chairperson: |  | Signature |  | Date |  |
| Name of director: |  | Signature |  | Date |  |

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| **Subject** | **Recommended action/s** | **Resources/links** | **Who is responsible?** | **When by?** | **Completed** |
| **National Quality Framework (NQF)** |  | [ACECQA - National Quality Framework](https://www.acecqa.gov.au/nqf/about)  [Education Standards Board](https://esb.sa.gov.au/)  [ACECQA Quality improvement plans](https://www.acecqa.gov.au/assessment/quality-improvement-plans)  [ACECQA - Self-assessment tool](https://www.acecqa.gov.au/search?s=self+assessment) |  |  |  |
| **Roles and responsibilities** |  | [Governing council operated OSHC service](https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/roles-and-responsibilities/governing-council-operated-oshc-service)  [School governing council instrument of authorisation to the principal](https://www.education.sa.gov.au/sites/default/files/instrument-of-authorisation.pdf?acsf_files_redirect)  [Employment and recruitment](https://www.education.sa.gov.au/childcare/out-school-hours-care-oshc/employment-and-governing-councils) |  |  |  |
| **Job and person specifications** |  | [OSHC director - job and person specifications](https://www.decd.sa.gov.au/doc/oshc-director-job-and-person-specifications)  The principal may contact Employee Relations if further advice is needed.  Employee Relations unit:  Email: [education.ecu@sa.gov.au](mailto:education.ecu@sa.gov.au)  Phone: 8226 1342 |  |  |  |
| **Staffing** |  | [ACECQA - Qualifications for working in OSHC services](https://www.acecqa.gov.au/qualifications/requirements/working-in-OSHC-services)  [Department for Education - Qualifications and requirements for working in OSHC services](https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/employment-and-recruitment/careers-oshc)  To work with children and young people in SA government educational sites and services, you must have a current working with children check.  [About working with children checks](https://www.decd.sa.gov.au/working-decd/relevant-history-screening/about-relevant-history-screening)  The principal may contact Employee Relations if further advice is needed.  Employee Relations unit:  Email: [education.ecu@sa.gov.au](mailto:education.ecu@sa.gov.au)  Phone: 8226 1342 |  |  |  |
| **Performance and development** |  | [Performance and development](https://edi.sa.edu.au/hr/for-individuals/professional-development/performance-and-development/preparing-a-pd-plan)  [Managing unsatisfactory performance](https://edi.sa.edu.au/hr/for-managers/managing-staff/performance-and-development/unsatisfactory-performance) |  |  |  |
| **Professional Learning** |  | [Gowrie SA - Professional learning](https://gowriesa.org.au/professional-learning)  [OSHCsa](https://www.oshcsa.org.au/) |  |  |  |
| **Employment and recruitment**  **merit selection procedure** |  | [Employment and recruitment](https://www.decd.sa.gov.au/childcare/out-school-hours-care-oshc/employment-and-governing-councils)  [Merit selection procedure](https://www.education.sa.gov.au/doc/merit-selection-procedure) |  |  |  |
| **Induction** |  |  |  |  |  |
| **Governance and leadership** |  | [ACECQA - Governance and leadership](http://www.acecqa.gov.au/Leadership-and-service-management) |  |  |  |
| **Industrial information and awards** |  | [Industrial information and awards for OSHC staff](https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/employment-and-recruitment/industrial-information-and-awards-oshc-staff)  [Fair Work](https://www.fairwork.gov.au/pay)  The principal may contact Employee Relations if further advice is needed.  Employee Relations unit:  Email: [education.ecu@sa.gov.au](mailto:education.ecu@sa.gov.au)  Phone: 8226 1342 |  |  |  |
| **Financial operation of OSHC**  **and**  **Budgeting** |  | School and Preschool Financial Support:  Email: [education.SiteFinancialResources@sa.gov.au](mailto:education.SiteFinancialResources@sa.gov.au)  Ph: 1800 100 091  [Financial Management Checklist](https://www.education.sa.gov.au/sites/default/files/governing_council_financial_management_checklist.pdf?acsf_files_redirect)  To access the Department for Education intranet you will need log in credentials. If you do not have access you will need to see the school principal.  [Financial operation of OSHC instruction](https://edi.sa.edu.au/finance/school-and-preschool-services/oshc-and-childcare-finances)  [OSHC Budget Tool](https://edi.sa.edu.au/results?query=oshc+budget&collection=edi-combined)  [OSHC Budgeting Tool user guide](https://edi.sa.edu.au/library/document-library/guideline/finance/site-finance/OSHC-Budgeting-Tool-user-guide.pdf)  [OSHC Financial roles and responsibilities checklist](https://www.education.sa.gov.au/sites/default/files/full-oshc-contact-list.pdf?acsf_files_redirect) |  |  |  |
| **Support to include children with disabilities or additional needs** |  | [Intervac funding guidelines for OSHC services to support children with disabilities](https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/running-oshc-service/intervac-funding-guidelines-oshc-services-support-children-disabilities)  Ph: (08) 8226 9479  [Gowrie SA - Inclusion agency](https://gowriesa.org.au/inclusion-agency)  Ph: 1800 129 606 or (08) 8234 5219  [OSHC Contact list](https://www.education.sa.gov.au/sites/default/files/full-oshc-contact-list.pdf?acsf_files_redirect) |  |  |  |

NOTE: Information included in the action plan can be transferred into your service Quality Improvement Plan.