



OSHC director’s service report to school governing council

This report template is to assist the director to provide written progress reports at each advisory committee meeting and forwarded to each school governing council meeting. This report can include:

- utilisation
- staffing
- health and safety
- compliance with Education and Care Services National Regulations
- feedback
- concerns
- complaints
- incidents, injuries, or issues

Service name:

Approved provider:

Address of provider:

Chairperson of provider:

Ph:

School principal:

Ph:

Line manager:

Principal email:

Director’s name:

Service phone:

Service mobile:

Service email:

Program	Before School Care	After School Care	Vacation Care
Components offered			
Hours of operation			
Average attendance			
Fees charged	Full Fee	Full Fee	Full Fee
CCS			

Inclusion	Before School Care	After School Care	Vacation Care
Number of children with additional needs or disabilities?			
Does the service receive Gowrie SA Inclusion Support Programme? (ISP) (Australian Government funding)			
Does the service receive Intervac? (DfE funding)			
Is the service aware of the DfE Health care plans and forms? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Health support planning (education.sa.gov.au) SA.GOV.AU - Health care plans and forms (www.sa.gov.au)			

Does the service have any current waivers? If so for what? staffing/facilities		Before School Care Expiry Date	After School Care Expiry Date	Vacation Care Expiry Date
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Management

	Yes	No	Comment
Has the site leader ensured the governing council are aware of its legal and financial responsibilities relating to the operation of the OSHC service?			
Has an OSHC advisory committee been established?			<u>Positions:</u> <u>Meeting frequency:</u>
Do all educators & staff participate in documented performance development meetings at least twice a year?			<u>Line manager with OSHC director:</u> <u>OSHC director with OSHC educators and staff:</u>
Has OSHC line manager completed the vacation care survey -operating during summer school holidays for Security and Emergency Management (SEM) unit?			<u>Line manager with OSHC director:</u>
Does your site's bushfire action risk management plan include OSHC/vacation care?			
Have required policies been developed or reviewed to comply with Regulation 168?			<u>Describe policy review process:</u>

Financial Management

Does your OSHC service have a current budget for each component?			
Is the budget based on actual utilisation?			
Was the budget ratified by the governing council/provider?			
Is the governing council/provider presented with financial statements that accurately reflect / report the services ongoing viability?			<u>How often?</u>

Is an annual audit undertaken?			
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Human Resources and Industrial Relations

Do all staff have a contract?			
Do all staff have a job and person specification?			
Are all OSHC employees being paid the correct award rates?			
Do you have a copy of the current, relevant Award? (Children’s Services Award 2010)			

Quality Improvement Requirements

	Yes	No	Comment
Has your service been assessed and rated against the National Quality Standard?			
Current NQS rating			
Has your self-assessment and Quality Improvement Plan (QIP) been reviewed in last 12 months?			
Does the service have any compliance issues? If so, how are they being addressed?			
Is the service confident about meeting these new standards? If no, what support does your service need?			
For more info about NQS, National Law or Education and Care Services National Regulations visit: www.esb.sa.gov.au 1800 882 413 Education Standards Board.			