

# **PRINCIPAL** OUT OF SCHOOL HOURS CARE CONTRACT MANAGEMENT PROVIDER REPORTING REQUIREMENTS

**The Principal (as the Ministers Representative) is responsible for Actively Managing the contract with the third party Provider. The Principal must ensure that the Provider meets all reporting requirements in the Licence and Service Agreement and collates the information accurately:**

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| **Ensure that the Provider has obtained Service Approval and Child Care Benefit Approval prior to service commencement. The Provider must provide evidence of this.** | **Date received:** |
| **At least five working days prior to the commencement of any OSHC Service or for existing services each new OSHC Provider personnel and volunteers, the Principal should receive a written report containing the following information:** | **Date information received and entered:** |
| Name and date of birth of all educators and staff involved in the delivery of the OSHC service |  |
| Address and contact details for all educators and staff involved in the delivery of the OSHC service |  |
| Qualifications of all educators and staff involved in the delivery of the OSHC service |  |
| Copies of certificates confirming completion of Responding to Abuse and Neglect training and a current DCSI criminal history assessment (which includes a clearance for working with children) |  |
| Names of educators who will undertake the following roles and responsibilities for the OSHC Service: |  |
| * + Nominated Supervisor |  |
| * + Educational Leader, and |  |
| * + Responsible Person on site. |  |

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| **Within three working days prior to an Advisory Committee meeting, the Principal should receive a written report detailing the following:** | | **Date information received:** | | |
| Utilisation | |  | | |
| All complaints received in the reporting period, action taken to resolve | |  | | |
| Complaints and the timeframe for resolution | |  | | |
| Incidents, injuries or issues that have impacted on the health, safety or wellbeing of any child at the OSHC service | |  | | |
| Child, parent and staff feedback | |  | | |
| Issues or concerns relating to the provision of the OSHC Service | |  | | |
| Occupational health and safety matters | |  | | |
| Matters relating to the OSHC Service compliance with the Education and Early Childhood Services (Registration and Standards) Regulations 2011. | |  | | |
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| **Within 12 hours of receipt of the following information:** | | **Date information received:** | | **Date incident lodged on IRMS** |
| Copy of notifications made to the Education and Early Childhood Services Registration and Standard Board of South Australia as required under the Education and Early Childhood Services (Registration and Standards) Regulations 2011 | |  | |  |
| A record of accidents and/or injuries occurring at the Premises on the DECD Accident & Injury Report ED155. | |  | |  |
|  | | **Date information received:** | | |
| Waivers relating to facilities and staffing issued under the Education and Early Childhood Services (Registration and Standards) Regulations 2011 by the Regulatory Authority in respect of the OSHC service conducted at the School. | |  | | |
| Any Compliance Caution Letter issued under the Education and Early Childhood Services (Registration and Standards) Regulations 2011 by the Regulatory Authority in respect of the OSHC service conducted at the School. | |  | | |
| Final rating issued by the Education and Early Childhood Services Registration and Standards Board of South Australia must be provided to the Minister within 24 hours after it is issued to the OSHC Provider. | |  | | |
| **The Principal should receive the following records annually:** | | **Date information received:** | |
| A full list of current criminal history assessments from the authorised South Australian Government Department Screening Unit established under the *Children’s Protection Regulations 2010* (currently the Department for Communities and Social Inclusion) for all OSHC Provider Personnel and confirmation of completion of Responding to Abuse and Neglect training for each OSHC staff employed to deliver the OSHC Service and volunteers; | |  | |
| A copy of the service Quality Improvement Plan | |  | |
| A copy of its Provider Approval Certificate | |  | |
| A copy of its Service Approval Certificate. | |  | |
| Prior to the Commencement Date and on each policy renewal, the Provider must provide copies of certificates of currency of the insurance policies referred to in clause 23 | |  | |

* **The Principal, the OSHC Provider and the Advisory Committee will determine which of the School’s fixtures, fittings, furniture, equipment and other assets may be used by the OSHC Provider for the OSHC Service. The Principal will keep and maintain a register of the School’s assets.**
* **The Principal must monitor the contract end date and contact the DECD Procurement Unit to discuss the process for undertaking a new procurement selection process.**
* **A Contract Management Plan must be completed and endorsed.**