

# **Provider** Out of School Hours Care contract management reporting requirements

**A copy of the Service Approval certificate and Child Care Benefit approval must be provided to the Principal prior to service commencement.**

**At least five working days prior to the commencement of any OSHC Service, provide a written report to the Principal (as the Ministers Representative) containing the following information:**

* 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 a criminal history assessment (which includes a clearance for working with children), and
* Names of educators who will undertake the following roles and responsibilities for the OSHC Service:
	+ Nominated Supervisor
	+ Educational Leader, and
	+ Responsible Person on site.

**At least five working days prior to their commencement with the OSHC Provider in the OSHC Service, provide the information listed above in relation to each new OSHC Provider personnel and volunteers. A background check must be undertaken on all future employees.**

**Within three working days prior to an Advisory Committee meeting, provide a written report to the Principal detailing the following:**

* 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, and
* matters relating to the OSHC Service compliance with the Education and Early Childhood Services (Registration and Standards) Regulations 2011.

**Within 24 hours of receipt of the following information a copy must be provided to the Principal:**

* 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.
* 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.
* Ratings 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.

**Within 12 hours of receipt of the following information a copy must be provided to the Principal:**

* A record of accidents and/or injuries occurring at the Premises on the DECD Accident & Injury Report ED155.
* A record of security incidents occurring at the site.

**Provide the following records to the Principal annually:**

* 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; and
* A copy of its Service Approval Certificate.
* The OSHC Provider must, prior to the Commencement Date and on each policy renewal, provide the Minister with copies of certificates of currency of the insurance policies referred to in clause 23.1.

**Submit an annual activity report to Early Childhood Services by 31 December each year.**

[Annual activity report](https://www.decd.sa.gov.au/sites/g/files/net691/f/oshc-third-party-provider-annual-report-2016.docx)

The OSHC Provider must keep a register of all new fixtures, fittings, furniture, equipment and any other assets purchased by the OSHC Provider and will provide a copy of such register to the Advisory Committee on a regular basis.