School governing council as the approved provider of Out of school hours care

Acknowledgement

We acknowledge and respect the traditional owners whose lands we are meeting on today.

We acknowledge the deep feelings of attachment and relationship of Aboriginal peoples to the country.

We acknowledge these feelings of attachment and how it directly affects our client base.

We pay respect to cultural authority of Aboriginal peoples of this area of South Australia where we work, live and play each day.
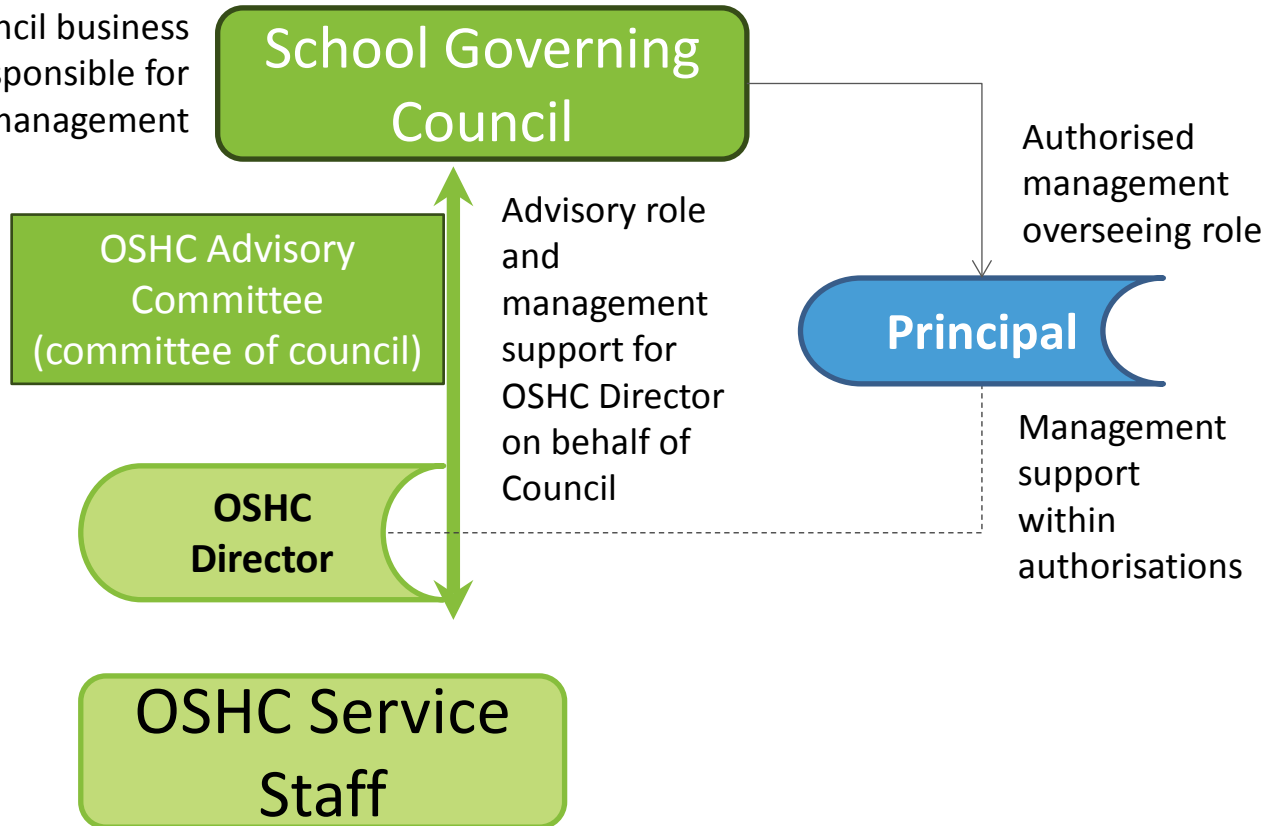
Who can use OSHC?

OSHC services provide child care mostly for children attending school, but can care for children who have not started school.

Ensure that the service provides care for mainly school age children (at least 51% of enrolments)

DECD School Governing Council as the Approved Provider

OSHC is Council business
Council is responsible for
overall management

School Governing Council

Authorised
management
overseeing role

OSHC Advisory Committee (committee of council)

Advisory role and management support for OSHC Director on behalf of Council

Principal

Management support within authorisations

OSHC Director

OSHC Service Staff

www.decd.sa.gov.au/sites/g/files/net691/f/instrument-of-authorisation.pdf

Approved provider roles and responsibilities

To comply with:

- Legal responsibilities of operating a service
- Australian, State and Local Government legislation, including the National Quality Standard (NQS) and Education and Care Services National Regulations
- DECD Operational Policy

Link to DECD A-Z policies:

www.decd.sa.gov.au/department/policies/departmental-policies

Child Care Benefit places

- Expand to meet demand by applying for additional CCB places providing they meet the Education and Care Services National Regulations

- Vacation care is provided 8 continuous hours per day for at least 7 weeks per year

- Priority of access

- For before school care and after school care ensure the service operates on each school day

Approved provider roles and responsibilities

Professional development and training

Ongoing professional development and training for the council and advisory committee.

Approved provider roles and responsibilities

Employment

The school governing council is the employer of OSHC staff and responsible for:

- Instrument of Authorisation to the principal

- Merit based selection and recruitment

- Pre-employment declaration

- DCSI child related employment screening check

- Children's Services Award 2010

- Contracts of employment

- Performance and development

- Training and professional development

www.decd.sa.gov.au/childcare/out-school-hours-care-oshc/employment-school-governing-councils-oshc

Approved provider roles and responsibilities

Policies and Procedures

Regulation 168 states that education and care services must have policies and procedures including dealing with complaints.

The school governing council must ratify the service policies and procedures.

Quality Improvement Plan (QIP)

- An effective self-assessment and quality improvement process must be in place

- Evolving document

- Reviewed at least annually
  – highlight strengths and quality improvement strategies

- School governing council endorsement

www.decd.sa.gov.au/sites/g/files/net1261/f/oshc-quality-improvement-plans.pdf

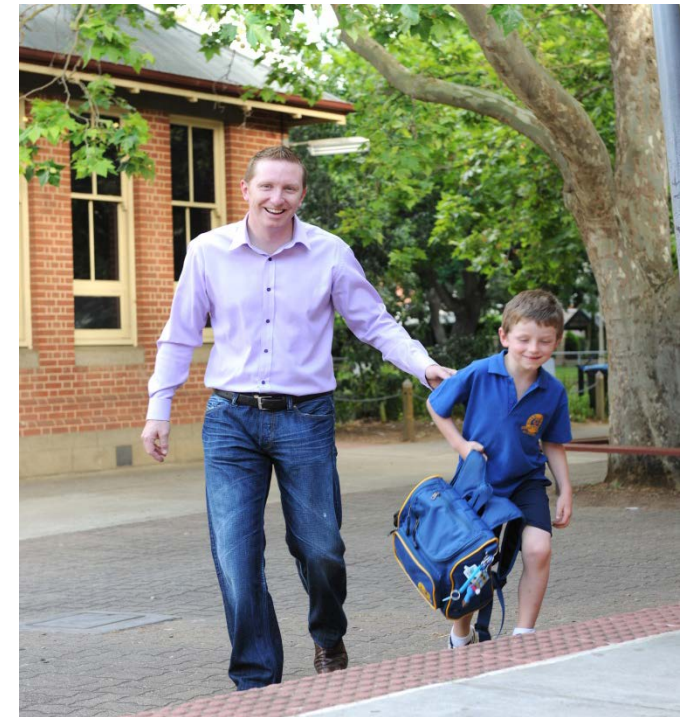# Approved provider roles and responsibilities

Finance

- Audit
- Report
- Budget
- Setting fees
- Quarterly review
- Viability

Risk Assessments

Excursions

- Educator-to-child ratios for excursions must be based upon the service undertaking a detailed risk assessment from which they formulate an appropriate ratio.

Risk assessments

Emergencies

Regulation 97: Emergency and evacuation procedures.

• Identify potential emergencies relevant to the service
DECD Risk assessment matrix (staff login required):
myintranet.learnlink.sa.edu.au/library/document-library/guideline/
hr/health-and-safety/hazards/risk-assessment-process.doc
ACECQA Excursion risk management plan:
www.acecqa.gov.au/SearchResults.aspx?keywords=Excursions+risk

Reporting incidents

- Director notifies principal who then notifies school governing council
- The principal lodges the report on IRMS [Incident Response Management System (staff login required)](#) (IRMS) within 12 hours
- School governing council is responsible for ensuring the service completes the SI01 or NL01 notification form and that it is submitted to both:
  - the [Education and Early Childhood Services Registration and Standards Board of SA](#) (EECSRSB)
    and
  - the Australian Government Department of Social Services
     (by Fax: 02 6123 6987)

  within 24 hours of the incident

Reporting incidents

- The principal is responsible for attaching a copy of the SI01 or NL01 notification form to the IRMS report. Actions must be logged on the Action Log tab in IRMS by the principal

- Where it is deemed a serious notifiable incident the principal must contact IMD on telephone 8463 6564 and inform the education director

- In the event that IRMS is not immediately available refer to:
  Reporting Incidents on your Site Procedures
  www.decd.sa.gov.au/sites/g/files/net691/f/oshc-reporting-incidents.pdf

Notifications to the Regulatory Authority

Within 24 hours

- Serious incident
- Complaints alleging that the safety, health or wellbeing of a child was or is being compromised, or that the law has been breached

Within 7 days

- Change to hours and days of operation of the service
- Change of Nominated Supervisor
- Any proposed change to the premises, such as refurbishment

www.acecqa.gov.au/notifications

Managing incidents

Incident Management Division

- Critical Incidents/Investigations

- OSHC workers have been involved in serious misconduct and criminal conduct; such as drug activity, child pornography and sexual assault

- IMD will assist the school governing council via the principal to manage in accordance with Debelle Royal Commission recommendations

- Guide to assist principals: *Managing Allegations of Sexual Misconduct in SA Education and Care Settings*

www.decd.sa.gov.au/sites/g/files/net691/f/presentation_managing_allegations_of_sexual_misconduct_in_sa_education_and_care_settings.pdf

Approved provider roles and responsibilities

Addressing non compliance

- Fines
- Non compliance
- Waivers
    - service waiver – on an ongoing basis
    - temporary waiver – for a period of up to 12 months

Principal's roles and responsibilities

- Assist the governing council in meeting relevant standards and legislation

- Management and support of non teaching staff employed by the governing council

- Governing council Instrument of Authorisation to the Principal

- Employment

- Finance

- Facilities

- Prescribed responsible person

www.decd.sa.gov.au/childcare/out-school-hours-care-oshc/roles-and-responsibilities/role-principal-oshc

Advisory committee roles and responsibilities

- Assist the school governing council in meeting relevant standards and legislation
- Advocate for and represent children, families and staffs' voices
- Support OSHC director and staff on a day to day basis
- Support the development and review of the service Quality Improvement Plan (QIP)
- Make recommendations to the council for endorsement

Director roles and responsibilities

- Assist the governing council in meeting relevant standards and legislation

- May be the nominated supervisor and educational leader

- Management and administration

- Implement school age care framework

- Member of the OSHC advisory committee

- Provide progress report to the
  advisory committee

- Develop and review the QIP in
  collaboration with relevant stakeholders

SSO responsibilities

- Processing and reconciliation of all OSHC financial transactions

- Monthly reconciliation of all bank, investment and liability accounts

- Processing of OSHC staff wages, including the payment of PAYG tax instalments, superannuation payments and issuing of annual employee payment summary

- Submission of Business Activity Statement (BAS), Instalment Activity Statement (IAS) and GST compliance

- Processing of end-of-month and end-of-year transactions

- Entering and maintenance of budgets in EDSAS

- Provision of accurate and timely financial reports including for the OSHC advisory committee meeting twice a term

How DECD supports OSHC services

- The DECD Central OSHC Unit provides a resource and advisory function

- This support is available to OSHC staff, families, principals, governing councils (Approved Providers), OSHC advisory committees and the local community

- Public liability and work cover

- Hire fees and utilities

- Inclusion support

School Governing Council Public Liability

The Education Act provides the following immunity for governing council members:

100 – Immunity

(1) No personal liability attaches to –

(a) a member or former member of a school council; or

(b) a member or former member of a committee established by a school council; or

(c) a member or former member of an affiliated committee, for an act or omission in good faith in the exercise or discharge, or purported exercise or discharge, of a power or function of the council or committee (as the case requires).

(2) A liability that would, but for **subsection (1), lie against a person, lies against the Crown [ie against the department]**

https://www.decd.sa.gov.au/sites/g/files/net691/f/governing-council-liability-insurance.pdf

How DECD supports OSHC services

- OSHC Unit
- Financial services
- Human Resources and Industrial relations
- Procurement Unit
- Local ECD partnerships
- Legislation and legal services
- Office for Child Safety
- Incident Management Division

Contact

DECD OSHC UNIT

Phone: 08 8226 6427

Email: DECD.OSHC@sa.gov.au

Web: www.decd.sa.gov.au/childcare/managing-service/out-school-hours-care-oshc

Contact details for other support agencies can be found on the Contact List available at:

www.decd.sa.gov.au/childcare/out-school-hours-care-oshc/managing-oshc-service/resources-and-tools-oshc