

Fact Sheet

Employment of Out of school hours care (OSHC) staff on Government school sites

Employment by school governing council

Where an Out of school hours care (OSHC) service is operated by a Department for Education and Child Development (DECD) school governing council, the council as the employer has the legal liability and accountability for OSHC staff.

Recruitment/screening and suitability

Prior to a school governing council engaging or interviewing short listed applicants a potential new employee must complete all components of the Pre-employment and volunteer declaration checklist available from www.decd.sa.gov.au/childcare/out-school-hours-care-oshc/employment-and-governing-councils/recruitment-and-suitability-oshc-staff

School governing council and third party provider selection panels must ensure:

- all new OSHC employees and volunteers including existing third party provider employees transferring onto a DECD site provide a [relevant history clearance](#) from a DECD approved screening authority and a copy of their RAN-EC training certificate to be considered for employment.
- nominated applicants must be cleared through the DECD Human Resource Management (HRM) system. when considering an applicant for employment or a volunteer role
- a final clearance check is undertaken by emailing the nominated applicant's name, any known previous names and date of birth to DECD.HRConfidential@sa.gov.au. DECD HR Confidential will check the HRM system for any additional information on the applicant which the panel may need to be aware of before finalising their recommendations.
- OSHC directors are required to be trained in implementing the [Managing allegations of sexual misconduct in SA education and care settings](#) guidelines. This training should be included as part of the induction for new directors. For more information visit: www.decd.sa.gov.au/childcare/out-school-hours-care-oshc/employment-and-governing-councils/managing-allegations-sexual-misconduct-oshc

Notifying DECD of terminated employees

Before commencing a process which could result in disciplinary action or termination of an OSHC employee the council should seek specialist DECD human resources / industrial relations (HR/IR) advice.

Where a school governing council or third party provider of OSHC or vacation care employee is terminated the principal is to:

- lodge a report on IRMS within 12 hours
- email a copy of the termination letter to DECD.HRConfidential@sa.gov.au where the Manager Recruitment and Compliance will raise a flag in the HRM system.

Where DECD Incident Management Division is involved they will request a person of interest's ID number from Recruitment and Compliance and enter the required prompt into the HRM system.

Support for services operating on DECD sites

The DECD OSHC Unit's website has information and resources to support OSHC services operating on DECD sites, including information regarding:

- [Establishing a service](#)
- [Managing a service](#)
- [Roles and responsibilities](#)
- [Ceasing to operate a service](#)
- [Third party provider information](#) and the [outsourcing process](#)
- [Reporting incidents](#)
- [Financial management](#)
- [Careers and qualifications](#)
- [Intervac inclusion funding](#)
- Out of school hours care [policy](#) and [guidelines](#)
- [Age eligibility](#)
- [Meeting the demand for care](#)

For advice and support visit: www.decd.sa.gov.au/oshc/, email decd.oshc@sa.gov.au or telephone the OSHC Unit on: 8226 6427.