

# Out of School Hours Care (OSHC) Notification Requirements Checklist

## Notification requirements

To assist OSHC services operating on a Department for Education site with notification requirements, Early Childhood Services has developed a list of *some* notifiable events/incidents and who to notify or contact for advice and support.

Under the *Children's Protection Act 1993* certain groups of people including all educators and volunteers working with children and young people in OSHC services are required to report to Families SA if they suspect on reasonable grounds that a child is being abused or neglected and this suspicion is formed in the course of their work.

**Emergency  
Police Attendance**

**000  
131 444**

**Crisis Care  
Poisons Information**

**13 16 11  
13 11 26**

**Child Abuse Report Line**

**131478**

Circumstance	Education Standards Board <a href="http://www.acecqa.gov.au/notifications">www.acecqa.gov.au/notifications</a>	Australian Government Department of Education	Department for Education, Incident & Response Management System <b>IRMS</b>	School/Governing Council <i>and</i> Principal or his/her nominee	Local Education Office	Early Childhood Services
	<b>1800 882 413</b> EECSB.ComplaintsandCompliance.sa.gov.au	Notifications can be faxed to <b>02 6123 6987</b>	Contact School Principal and/or School Care on <b>8463 6564</b>	Ph:	Ph:	<b>8226 6427</b>
<b>Incidents and Complaints</b>						
The <b>death</b> of a child while attending a service, or following an incident while attending the service	<b>Within 24 hours</b> of the incident – Regulation 12(a) & 176(a)(i) ACECQA Form <b>SI01</b>	✓	✓	✓	✓	
An Incident involving <b>serious injury, trauma, or illness</b> of, a child while attending a service where <b>urgent medical attention was sought, or should have been sought</b> by a registered medical practitioner. (e.g. whooping cough, broken limb, anaphylaxis reaction) or for which the child attended, or ought reasonably to have attended, a <b>hospital</b> .	<b>Within 24 hours</b> of the incident – Regulation 12(b), 175 & 176(a)(ii) ACECQA Form <b>SI01</b>	✓	✓	✓	✓	

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An <b>incident</b> involving injury, trauma, or illness of, an <b>adult</b> where <b>medical attention was sought, or should have been sought</b>		✓	✓	✓	✓	
An incident at the service premises where the <b>attendance of emergency services was sought, or should have been sought</b>	<b>Within 24 hours</b> of the incident – Regulation 12(c), & 176(2)(a)(ii) ACECQA Form <b>SI01</b>	✓	✓	✓	✓	
A child appears to be <b>missing</b> or cannot be accounted for	<b>Within 24 hours</b> of the incident – Regulation 12(d)(i) & 176(2)(a)(ii) ACECQA Form <b>SI01</b>	✓	✓	✓	✓	
A child appears to have been <b>taken or removed</b> from the service premises in a way that breached the National Regulations	<b>Within 24 hours</b> of the incident – Regulation 12(d)(ii) & 176(2)(a)(ii) ACECQA Form <b>SI01</b>	✓	✓	✓	✓	
A child is <b>mistakenly locked in or locked out</b> of any part of the service premises	<b>Within 24 hours</b> of the incident – Regulation 12(d)(iii) & 176(2)(a)(ii) ACECQA Form <b>SI01</b>	✓	✓	✓		
Complaint alleging that the <b>safety, health or wellbeing</b> of a child was or is being compromised	<b>Within 24 hours</b> of the complaint ACECQA Form <b>NL01</b>		✓	✓		

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A circumstance that poses a significant <b>risk to the health, safety or wellbeing</b> of a child attending the service	<b>Within 7 days</b> Regulation 175(2)(c) & 176(2)(c) ACECQA Form <b>NL01</b>	✓	✓	✓	✓	
Educating and caring for <b>extra children in an emergency</b>	<b>Within 24 hours</b> Regulation 107, 108, 123, 129, 175and176 ACECQA Form <b>NL01</b>	✓		✓		
Incidents that requires/required the Approved Provider to <b>close, or reduce the number of children attending</b> the service for a period	<b>Within 24 hours</b> Regulation 175(2)(b) & 176(2)(a)(ii) ACECQA Form <b>NL01</b>	✓	✓	✓	✓	
Any Compliance Action identified by the Board.	As specified in the Compliance Notice			✓	✓	✓
Complaint alleging that the <b>Law or standards have been breached</b>	<b>Within 24 hours</b> of the complaint – Regulation 176(2)(b) ACECQA Form <b>NL01</b>		✓	✓	✓	
Complaint or grievance regarding an incident with OSHC staff that did <b>not</b> compromise the safety, health or wellbeing of a child	Regulation 16		✓	✓		✓
If you become aware of something about a staff member that affects the <b>suitability of the staff member to work in child care</b>	<b>Within 7 days</b> ACECQA Form <b>NL01</b>	✓	✓	✓	✓	

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<b>Change to information about Approved Service</b>						
Intention to transfer service approval	<b>42 days before transfer</b> ACECQA Form <b>SA04</b>	<b>42 days before transfer</b>		✓	✓	✓
<b>Appointment of new Director or Principal</b> as Nominated Supervisor	<b>7 days prior to commencement</b> ACECQA Form <b>NS02</b> – this form should be accompanied by form <b>NS01</b>	<b>Via CCMS software</b>		✓		✓
Any <b>change to the details</b> contained in the service's application for approval	<b>Within 7 days</b> ACECQA Form <b>SA12</b>	✓		✓		
Assessment and rating report from the Board received				✓	✓	
Notification of selection for Assessment and Rating by the Board				✓	✓	✓
Change to: - General email address - Phone and fax numbers - The hours and days of operation of the service	<b>Within 7 days</b> ACECQA Form <b>SA12</b>	<b>Via CCMS software</b>		✓		✓
Change of bank account details		✓		✓		
The planned <b>temporary relocation</b> of a service	<b>60 days</b> before planned relocation or as soon as practicable ACECQA Form <b>SA12</b>	✓	✓	✓	✓	✓

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The <b>unforeseen temporary relocation</b> of a service	As soon as practicable, <b>but within 24 hours</b> ACECQA Form <b>SA12</b> and possibly <b>SI01</b>	✓	✓	✓	✓	✓
Notification of Surrender of Provider Approval	ACECQA Form <b>PA05</b>	✓		✓	✓	✓
<b>Change of information about Nominated Supervisor or Certified Supervisor</b>						
<b>Suspension or cancellation</b> of a working with children card or teacher registration of, or <b>disciplinary proceedings</b> against, nominated supervisor or certified supervisor employed by the service	<b>Within 7 days</b> ACECQA Form <b>CS05</b>			✓	✓	
Notice of <b>change of name or mailing address</b> of certified supervisor	<b>Within 7 days</b> ACECQA Form <b>CS05</b>					

An example *incident, injury, trauma and illness record* can be used to accompany the notification of incident I01 form with the Education Standards Board.  
For services operation on Department for Education sites:

- 1) The principal is responsible for informing the Early Childhood Services and the education director of:
  - o the intent to establish or cease operation of an OSHC service or to outsource to a third party provider
  - o change to components of care provided by the OSHC service, and
  - o issues that may impact on the quality of the service such as non-compliance with the Education and Care Services National Law or a service's inability to meet the National Quality Standard

2) Assessment and rating visit:

It is strongly recommended that the principal as a member of the School governing council, (approved provider) and line manager of the OSHC director be present at the final discussion of the assessment and rating visit to support service practices. Particular areas and principals may discuss are Quality Area 6: Collaborative partnerships with families and communities, element 6.3.4 how the service builds relationships and engages with their local community and Quality Area 7: Leadership and service management.