Policy

Out of school hours care

Please note this policy is mandatory and staff are required to adhere to the content

Summary

This policy outlines the legislative and department policy requirements for the establishment and operation of OSHC services on department sites.

Table 1 - Document details

<table>
<thead>
<tr>
<th>Publication date</th>
<th>23 December 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>File number</td>
<td>DECS08 3105</td>
</tr>
</tbody>
</table>
| Related legislation/applicable section of legislation | Education and Early Childhood Services (Registration and Standards) Act 2011  
Education and Early Childhood Services (Registration and Standards) Regulations 2011  
Education and Care Services National Regulations 2014  
Education Act 1972  
Children’s Protection Act 1993 |
| Related policies, procedures, guidelines, standards, frameworks | Procedure for the provision of out of school hours care (OSHC) services on Department for Education sites  
The Department Procurement Governance Policy  
National Quality Framework for Early Childhood Education and Care  
Australian Government Child Care Service Handbook for all Approved Child Care services operating under the Child Care Management System (CCMS)  
Children’s Services Award 2010  
Screening and Suitability –Child Safety Policy |
<p>| Version          | 2.0              |
| Replaces         | Provision of Out of school hours care (OSHC) services on Department for Education sites |
| Policy Officer (position) | Senior Policy Officer, Out of school hours care |
| Policy Officer (phone) | (08) 8226 0084 |
| Policy Sponsor (position) | Director, Early Childhood Services |</p>
<table>
<thead>
<tr>
<th>Executive Director responsible (position/office)</th>
<th>Executive Director, Statewide Services and Child Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies to</td>
<td>All department employees, volunteers, school governing council’s, OSHC employees and third-party providers operating OSHC on a department site</td>
</tr>
<tr>
<td>Key words</td>
<td>Out of school hours care (OSHC), School governing council, Third-Party Provider</td>
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<tr>
<td>Status</td>
<td>Approved</td>
</tr>
<tr>
<td>Approved by</td>
<td>Senior Executive Group, Minister for Education</td>
</tr>
<tr>
<td>Approval date</td>
<td>14 December 2016</td>
</tr>
<tr>
<td>Review date</td>
<td>September 2019</td>
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Table 2- Revision record

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Revision description</th>
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<tbody>
<tr>
<td>December 2016</td>
<td>2.0</td>
<td>Major edit to replace previous OSHC policy</td>
</tr>
<tr>
<td>December 2019</td>
<td>2.1</td>
<td>Department name change throughout document</td>
</tr>
</tbody>
</table>
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1. Title
Out of school hours care (OSHC) policy.

2. Purpose
This policy outlines the requirements for the establishment and operation of Out of School Hours Care (OSHC) services on department sites.

3. Scope
This policy applies to all department employees, school governing councils and their employees, third party providers and their employees and volunteers who deliver an OSHC service on a department site.

4. Policy detail
Where feasible, school-age children attending a South Australian government school should have access to an OSHC service. Feasibility is dependent on the financially viability of a service to meet the requirements of the National Law and associated department requirements.

4.1 Legislative base
The South Australian Education Act 1972 [Section 84(1)(b)] allows for a school governing council constitution to specify a function relating to the preschool education or to the education, care, recreation, health or welfare of students outside of school hours; namely to operate an OSHC service.

The constitution also specifies the school governing council may enter into contracts, establish and conduct, or arrange for the conduct of, facilities and services to enhance the education, development, care, safety, health or welfare of children and students; that is enter into an Agreement with a third party provider for the provision of OSHC.

4.2 Operational requirements
OSHC services must adhere to the National Quality Framework (NQF) for Early Childhood Education and Care [Education and Care Services National Law and the Education and Care Services National Regulations] and the guidelines of the Australian Government Department of Education and Training (DET).

In addition OSHC services are required to comply with relevant department requirements (policy, procedures, guidelines, standards) and relevant industrial award requirements. All OSHC services are to ensure that they comply with the relevant department requirements outlined in the Provision of out of school hours care (OSHC) services on department sites procedure and other supporting documents listed in both the OSHC policy and procedure.

An OSHC service must demonstrate financial viability and not be reliant on supplementary funding from the school.
In the event an OSHC service is unviable the school governing council must conduct a review to determine if a need still exists within the community for a service. If the service closes the school governing council should provide families with information about alternative school-age care options in the community, where these options are available.

4.2.1 Revenue
Income generated or received by the school governing council through the provision of an OSHC service is to be re-invested into the service or service facility. The school governing council, in balancing the need to support ongoing viability, compliance with the requirements of the National Law, program quality and department requirements, are responsible for deciding where to target re-investment.

4.3 Delivering OSHC
An OSHC service can be delivered through:

- The school governing council as the approved provider, or
- The school governing council engaging a third party provider as the approved provider.

The school governing council, when considering which delivery model to adopt, is to take into account the following key management implications and approved provider responsibilities:

- Operational control of OSHC service delivery (including policy and practice)
- Financial viability, with a potential to generate income
- Recruitment, selection and employment of OSHC staff (including line management, the legal liability and accountability and industrial relations responsibilities)
- Legislative responsibility for compliance with Education and Care Services (Registration and Standards) Act 2011 and associated regulations.

Where the school governing council engages a third party provider to be the approved provider of the OSHC service, the Principal (as the Ministers representative) is responsible for actively managing the Licence and Services Agreement.

4.4 Work, health and safety
In delivering an OSHC service all approved providers, their employees and volunteers are to adhere to the Work Health and Safety policy and supporting documents relevant to that policy.

In particular staff of OSHC services should be aware of the following:

- Working in Isolation Procedure
- Hazardous chemicals procedure
- Inclement weather procedure
- Infection control procedure
- Injury Incident Reporting and Investigation Procedure
5. Roles and responsibilities

Table 3 - Roles and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Authority/responsibility for</th>
</tr>
</thead>
<tbody>
<tr>
<td>School governing council</td>
<td>Comply with the requirements outlined in this policy, the National Law, the Australian Government Child Care Service Handbook, relevant department policy and procedures and any relevant state and federal awards.</td>
</tr>
<tr>
<td>Principal</td>
<td>Comply with the requirements outlined in this policy, the National Law, the Australian Government Child Care Service Handbook, relevant department policy and procedures and any relevant state and federal awards.</td>
</tr>
<tr>
<td>OSHC Director and employees</td>
<td>Comply with the requirements outlined in this policy, the National Law, the Australian Government Child Care funding guidelines, relevant department policy and procedures and any relevant state and federal awards.</td>
</tr>
<tr>
<td>Approved provider</td>
<td>Comply with the relevant requirements outlined in this procedure, the National Law, the Australian Government Child Care Service Handbook, relevant department policy and procedures and any relevant state and federal awards.</td>
</tr>
<tr>
<td>Department Early Childhood Services</td>
<td>Monitor this policy and review it every three years or sooner if required.</td>
</tr>
<tr>
<td>Education Director</td>
<td>Support sites with the implementation of this policy.</td>
</tr>
</tbody>
</table>

6. Monitoring, evaluation and review

The policy will be monitored by Early Childhood Services and reviewed every 3 years.

Monitoring will be informed by amendments to department policy, stakeholder feedback, state and federal policy direction and changes to department strategic directions.

7. Definitions and abbreviations

Table 4 - Definitions and abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>OSHC</td>
<td>Approved Out of school hours care services including before school and/or after school and/or on pupil-free days and/or vacation care.</td>
</tr>
</tbody>
</table>

The Education Act | Education Act 1972.

Approved Provider | A person who holds a provider approval under the National Law.

The Department | Department for Education

Department employees | Department employees inclusive of school staff and corporate office.

8. Supporting documents

- Department Screening and suitability - Child safety policy
- Protective Practices for Staff in their interactions with children and young people

9. Reference

Provision of out of school hours care (OSHC) services on department sites procedure

- Section 5 Administrative Instructions and Guidelines – School Councils and Affiliated Committees
- Australian Government Child Care Service Handbook
- National Quality Framework for Early Childhood Education and Care
- Children’s Services Award and the National Employment Standards
- Consumer Complaints Management and Resolution Procedure
- Department Volunteers working in Educational Sites and Settings policy

Access to the department intranet requires login credentials. If you do not have access you will need to see your school principal.