



### Vacation care preparation checklist

The principal should meet with the OSHC director to complete the checklist below to ensure staff, children and families are adequately prepared for the vacation care period.

Task	Y/N	Notes
<p>Current contact details for the OSHC line manager (or nominee) and the alternative leadership contact have been provided to staff in the case of an emergency.</p>		<p>Line manager:</p> <p>Contact number:</p> <hr/> <p>Alternative leadership contact:</p> <p>Contact number:</p>
<p>The OSHC line manager has informed staff of any on-site maintenance or construction that may be occurring over the school holidays and have completed a risk assessment to evaluate potential impacts on the service and planned to address potential hazards.</p> <p>If the service needs to re-locate to accommodate building work the principal has notified the:</p> <ul style="list-style-type: none"> <li>• Education director</li> <li>• Education Standards Board</li> <li>• Australian Government, Department of Education, Skills and Employment</li> <li>• Early Childhood Services.</li> </ul>		<p>Work being undertaken:</p> <p>start ___/___/___ end ___/___/___</p> <p>Risk assessment completed on:</p> <p>___/___/___</p> <hr/> <p>Risk assessment completed on:</p> <p>___/___/___</p> <p>Location:</p>
<p>Child enrolment forms and health support plans are up to date.</p> <p>Relevant staff training to meet individual children’s needs arranged.</p> <p>Specific resources/equipment has been secured.</p> <p>Funding for additional staff if required has been secured.</p>		<p>Enrolment forms and health support plans located:</p> <hr/> <p>Course title and dates:</p> <hr/> <p>Inclusion Support Programme or Intervac</p>
<p>The School governing council has endorsed the vacation care program.</p> <p>The service has conducted risk assessments for planned excursions and considered supervision and educator: child ratios.</p>		<p>Program displayed:</p>

Task	Y/N	Notes
<p>The School governing council has endorsed the vacation care staff roster.</p> <p>Changes to contracted hours have been negotiated in advance and approved in writing by the employer or delegate.</p> <p>In unexpected situations the Director can approve additional hours over and above the rostered hours when the line manager is not contactable. The Director must advise their line manager when this happens.</p> <p>Staff are working according to Children’s Services Award 2010 conditions, available at <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a></p>		
<p>Arrangements have been made for staff to be paid regularly during the holiday period.</p>		
<p><b>Risk Assessments - Emergencies</b> All staff aware of the services risk assessments, emergencies and evacuation procedures.</p> <p>An emergency drill has been practiced and documented in the last three months.</p> <p>The OSHC service has a copy of the site’s Bushfire Action Plan.</p> <p>All OSHC staff are familiar with the action plan and have had an induction or training about implementing the action plan.</p> <p>If the service is required to close, or if there is an emergency, processes are in place to notify:</p> <ul style="list-style-type: none"> <li>• families</li> <li>• staff</li> <li>• line manager</li> <li>• Education director</li> <li>• Education Standards Board</li> <li>• Australian Government, Department of Education, Skills and Employment</li> </ul> <p>Line manager and staff are familiar with the processes for reporting incidents on the site.</p>		<p>Emergency procedures displayed:</p> <p>Practice drill performed:</p> <p>Bushfire Action Plan reviewed on: ___/___/___</p> <p>Located:</p> <p>Induction date: ___/___/___</p> <p>Emergency service closure information located:</p>
<p><b>Vacation Care Survey – operating during summer school holidays</b> The OSHC line manager has completed the vacation care survey that identifies dates when staff and students are on site, and when off site excursions are planned.</p> <p>OSHC line managers are to provide contact phone numbers of staff who will be on site during the holiday period, should the Security and Emergency Management (SEM) unit communicate the need for closure due to the fire danger rating or prevailing weather conditions.</p> <p>Contact SEM unit on 1800 000 279 to obtain a copy of the survey if you have not already received it.</p>		<p>Vacation care survey completed on: ___/___/___</p>

Task	Y/N	Notes
<p>Develop and implement comprehensive sun protection policies that protect children and staff in their care from overexposure to UV radiation as recommended by Cancer Council SA.</p> <p>To learn more about the SunSmart Program contact the SunSmart Team on 08 8291 4265, email <a href="mailto:sunsmart@cancersa.org.au">sunsmart@cancersa.org.au</a> or visit <a href="http://www.cancersa.org.au/cut-my-risk/sunsmart/primary-schools">www.cancersa.org.au/cut-my-risk/sunsmart/primary-schools</a>.</p>		
<p>OSHC staff has keys/security codes to access buildings, gates and sheds.</p>		
<p><b>Notification requirements</b></p> <ul style="list-style-type: none"> <li>• The service is as prepared as reasonably practicable to manage any adverse event that could arise such as: <ul style="list-style-type: none"> <li>○ critical incidents</li> <li>○ emergency/security incidents</li> <li>○ complaints.</li> </ul> </li> <li>• The School governing council (approved provider) is aware of its requirement by law to notify the following agencies of any of the above: <ul style="list-style-type: none"> <li>○ Education Standards Board <a href="http://www.esb.sa.gov.au/">www.esb.sa.gov.au/</a></li> <li>○ Department Incident and Response Management System (IRMS) <a href="#">OSHC approved provider - reporting critical incidents, injuries and complaints</a></li> <li>○ Australian Government, Department of Education - <a href="mailto:SACCB-Compliance@education.gov.au">SACCB-Compliance@education.gov.au</a>.</li> </ul> </li> </ul>		

For more information contact the Out of school hours care unit on 08 8226 6427 or email [education.oshc@sa.gov.au](mailto:education.oshc@sa.gov.au) or visit [www.education.sa.gov.au/oshc](http://www.education.sa.gov.au/oshc).