

Notification requirements

To assist OSHC services operating on a Department for Education and Child Development site with notification requirements, the OSHC Unit 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 Department for Child Protection 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	000	Crisis Care	13 16 11	Child Abuse Report Line	131478
Police Attendance	131 444	Poisons Information	13 11 26	(CARL)	

Circumstance	Education Standards Board www.esb.sa.gov.au/	Australian Government Department of Education and Training	Department for Education and Child Development, Incident & Response Management System IRMS	School/Governing Council <i>and</i> Principal or his/her nominee	Local Education Office	DECD OSHC Unit
	1800 882 413 ESB.ComplianceInvestigation@sa.gov.au	Notifications can be faxed to 02 6123 6987	Contact School Principal and/or School Care on 8463 6564	Ph:	Ph:	8226 6427

Incidents and Complaints

The death of a child while attending a service, or following an incident while attending the service	Within 24 hours of the incident – Regulation 12(a) & 176 (2)(a)(i) Notification of Incident I01 form on NQA IT System (NQA ITS)	✓	✓	✓	✓	
An Incident involving serious injury or trauma to a child while attending a service where urgent medical attention was required by a registered medical practitioner or for which the child attended, or ought reasonably to have attended, a hospital (eg broken limb)	Within 24 hours of the incident – Regulation 12(b) & 176 2 (a)(ii) Notification of Incident I01 form on NQA IT System (NQA ITS)	✓	✓	✓	✓	

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An incident involving a serious illness to a child while attending a service where the child attend or ought to reasonably have attended a hospital (eg asthma attack, anaphylaxis or seizure)	Within 24 hours of the incident – Regulation 12(c) & 176 (2) (a) (ii) on NQA IT System (NQA ITS)	✓	✓	✓	✓	
An incident involving injury, trauma, or illness of, an adult where medical attention was sought, or should have been sought		✓	✓	✓	✓	
Any emergency for which emergency services attended	Within 24 hours of the incident – Regulation 12(d), & 176(2)(a)(ii) Notification of Incident I01 form on NQA IT System (NQA ITS)	✓	✓	✓	✓	
A child appears to be missing or cannot be accounted for	Within 24 hours of the incident – Regulation 12(e)(i) & 176(2)(a)(ii) Notification of Incident I01 form on NQA IT System (NQA ITS)	✓	✓	✓	✓	
A child appears to have been taken or removed from the premises in a manner that contravenes the Regulations	Within 24 hours of the incident – Regulation 12(e)(ii) & 176(2)(a)(ii) Notification of Incident I01 form on NQA IT System (NQA ITS)	✓	✓	✓	✓	

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A child is mistakenly locked in or locked out of any part of the service premises	Within 24 hours of the incident – Regulation 12(e)(iii) & 176(2)(a)(ii) Notification of Incident I01 form on NQA IT System (NQA ITS)	✓	✓	✓		
Any incident where the approved provider reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and cared for by the education and care service	Within 7 days of the incident Regulation 175 (2) (d) & 176 (2) (c) Notification of Incident I01 form on NQA IT System (NQA ITS)	✓	✓	✓	✓	
Allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and cared for by the education and care service (other than an allegation that has been notified under section 174(2)(b) of the Law)	Within 7 days of the incident Regulation 175 (2) (e) & 176 (2) (e) Notification of Incident I01 form on NQA IT System (NQA ITS)	✓	✓	✓	✓	
Complaint alleging that a serious incident has occurred or is occurring while a child is being educated and cared for by the service	Within 24 hours of the Complaint Section 174 (2) (b) (i) & Regulation 176 (2) (b) Notification of Complaint C01 form on NQA IT System (NQA ITS)		✓	✓		

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Complaint alleging that the Law has been contravened	Within 24 hours of the complaint – Section 174 (2) (b) (ii) & Regulation 176 (2) (b) Notification of Complaint C01 form on the NOA IT System (NOA ITS)		✓	✓	✓	
A circumstance that poses a significant risk to the health, safety or wellbeing of a child attending the service	Within 7 days Regulation 175(2)(c) & 176(2)(c) Notification of Incident I01 form on the NOA IT System (NOA ITS)	✓	✓	✓	✓	
Educating and caring for extra children in an emergency	Within 24 hours Regulation, 175 (2) (ca) & Regulation 176 (2) (ba) Notification of Incident I01 form on the NOA IT System (NOA ITS)	✓		✓		
Incidents that requires/required the Approved Provider to close, or reduce the number of children attending the service for a period	Within 24 hours Regulation 175(2)(b) & 176(2)(b) Notification of Incident I01 form on the NOA IT System (NOA ITS)	✓	✓	✓	✓	
Any Compliance Action identified by the Board.	As specified in the Compliance Notice			✓	✓	✓

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If you become aware of something about a staff member that affects the suitability of the staff member to work in child care		√	√	√	√	
Change to information about Approved Provider or Approved Service						
Intention to transfer service approval	42 days before transfer SA04 form on NQA IT System (NQA ITS)	42 days before transfer		√	√	√
Notification of change to nominated supervisor	7 days prior to commencement Form NS02 – this form should be accompanied by form NS01 NQA IT System (NQA ITS)	Via CCMS software		√		√
Change in the name of approved provider	Within 14 days PA03 form on NQA IT System (NQA ITS)	√		√		√
Appointment or removal of management or control of a service	Within 14 days PA08 form on NQA IT System (NQA ITS)	√		√		
Any change to the details contained in the service or provider approval.	Within 7 days Service approval SA12 form / Provider approval PA03 form on NQA IT System (NQA ITS)	√		√		

Circumstance	Education Standards Board www.acecqa.gov.au/notifications	Australian Government Department of Education and Training	Department for Education and Child Development, Incident & Response Management System IRMS	School/Governing Council <i>and</i> Principal or his/her nominee	Local Education Office	DECD OSHC Unit
	1800 882 413 EECSB.ComplaintsandCompliance.sa.gov.au	Notifications can be faxed to 02 6123 6987	Contact School Principal and/or School Care on 8463 6564	Ph:	Ph:	8226 6427
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	Within 7 days SA12 form on NQA IT System (NQA ITS)	Via CCMS software		✓		✓
Change of bank account details		✓		✓		
Any proposed change to service premises	Within 7 days SA12 form on NQA IT System (NQA ITS)	✓	✓	✓	✓	✓
Notification of Surrender of Provider Approval	PA05 form on the NQA IT System (NQA ITS)	✓		✓	✓	✓

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 DECD sites:

- 1) The principal is responsible for informing the DECD OSHC Unit and the education director of:
 - the intent to establish or cease operation of an OSHC service or to outsource to a third party provider
 - change to components of care provided by the OSHC service, and
 - 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.