

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 DECD policy requirements for the establishment and operation of OSHC services on DECD sites.

Table 1 - Document details

Publication date	23 December 2016
File number	DECS08 3105
Related legislation/applicable section of legislation	<p><i>Education and Early Childhood Services (Registration and Standards) Act 2011</i></p> <p><i>Education and Early Childhood Services (Registration and Standards) Regulations 2011</i></p> <p><i>Education and Care Services National Regulations 2014</i></p> <p><i>Education Act 1972</i></p> <p><i>Children's Protection Act 1993</i></p>
Related policies, procedures, guidelines, standards, frameworks	<p>Procedure for the provision of out of school hours care (OSHC) services on Department for Education and Child Development (DECD) sites</p> <p>DECD Procurement Governance Policy</p> <p>National Quality Framework for Early Childhood Education and Care</p> <p>Australian Government Child Care Service Handbook for all Approved Child Care services operating under the Child Care Management System (CCMS)</p> <p>Children's Services Award 2010</p> <p>Screening and Suitability - Child Safety Policy</p>
Version	2.0
Replaces	Provision of Out of school hours care (OSHC) services on Department for Education and Child Development (DECD) 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

Executive Director responsible (position/office)	Executive Director, Statewide Services and Child Development
Applies to	All DECD employees, volunteers, school governing council's, OSHC employees and third-party providers operating OSHC on a DECD site
Key words	Out of school hours care (OSHC), School governing council, Third-Party Provider
Status	Approved
Approved by	Senior Executive Group, Minister for Education and Child Development.
Approval date	14 December 2016
Review date	September 2019

Table 2- Revision record

Date	Version	Revision description
December 2016	2.0	Major edit to replace previous OSHC policy

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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 DECD sites.

3. Scope

This policy applies to all DECD employees, school governing councils and their employees, third party providers and their employees and volunteers who deliver an OSHC service on a DECD 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 financial viability of a service to meet the requirements of the National Law and associated DECD 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 DECD requirements (policy, procedures, guidelines, standards) and relevant industrial award requirements. All OSHC services are to ensure that they comply with the relevant DECD requirements outlined in the Provision of out of school hours care (OSHC) services on DECD 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 DECD 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 [DECD 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

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

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 DECD policy, stakeholder feedback, state and federal policy direction and changes to DECD strategic directions.

7. Definitions and abbreviations

Table 4 - Definitions and abbreviations

Term	Meaning
OSHC	Approved Out of school hours care services including before school and/or after school and/or on pupil-free days and/or vacation care.
The National Law	Education and Early Childhood Services (Registration and Standards) Act 2011, the Education and Early Childhood Services (Registration and Standards) Regulations 2011 and the Education and Care Services National Regulations 2014.

The Education Act	Education Act 1972.
Approved Provider	A person who holds a provider approval under the National Law.
DECD	Department for Education and Child Development.
DECD employees	DECD employees inclusive of school staff and corporate office.

8. Supporting documents

[DECD 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 DECD 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](#)

[DECD Volunteers working in Educational Sites and Settings policy](#)

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