

Provider out of school hours care contract management responsibilities summary

Evidence of Service Approval and Child Care Benefit approval must be provided to the Principal prior to service commencement.

The Provider is responsible for compliance with operational standards under the *Education and Early Childhood Services (Registration and Standards) Act 2011* including Education and Early Childhood Services (Registration and Standards) Regulations 2011 and the National Quality Standard for Early Childhood Education and Care and School Age Care.

- Participate in the Advisory Committee, by providing an OSHC Service Director, Nominated Supervisor and Management Representative to be on the Committee.
- Fulfil all obligations outlined in **Clause 12** Including:
 - Ensure its staff and volunteers undertake Responding to Abuse and Neglect - Education and Care training prior to their engagement and that such training is updated every three years
 - Meet with the Principal, acting on behalf of the Minister and the Governing Council on a regular basis to discuss the operation of the OSHC Program and use of the school facilities
 - Meet with the Committee as required
 - Hold a meeting for parents interested in the OSHC Program at least once per year at the School and issue newsletters to or otherwise consult with and inform parents of the issues relating to the management and operation of the OSHC Program.
- Charge fees in accordance with **Schedule 3**.
- Provide reports to the Principal as outlined in **Schedule 5**:
5 working days prior to commencement of OSHC service and upon commencement of any new personnel/volunteers:
 - Provide qualifications of all education and staff
 - Provide copies of certificate confirming completion of RAN training and DCSI criminal history assessment

- Name of nominated supervisor, educational leader and responsible person
Within three working days prior to advisory committee meeting, provide a written report detailing utilisation, complaints incidents injuries etc., child parent and staff feedback, issues or concerns re OSHC service, OH&S matters, compliance matters.
- Provide Records to the Principal as outlined in **Clause 12** and **Schedule 6**:
Within 24 hours of receipt of the following information:
 - Notifications made to the Education and Early Childhood Services Registration and Standard Board of South Australia as required under the Education and Early Childhood Services (Registration and Standards) Regulations 2011
 - Waivers relating to facilities and staffing and any Compliance Caution Letter issued under the Education and Early Childhood Services (Registration and Standards) Regulations 2011 by the Regulatory Authority in respect of the OSHC Service conducted at the School
 - Ratings issued by the Education and Early Childhood Services Registration and Standards Board of South Australia

Within 12 hours of receipt of the following information:

- A record of accidents and/or injuries occurring at the Premises on the DECD Accident & Injury Report ED155.
- A record of security incidents occurring at the site.
- Provide records to the Principal annually as outlined in **Schedule 6**:
 - A full list of current criminal history screening for all staff
 - Annual quality improvement plan
 - Copy of provider approval certificate
 - Copy of service approval certificate
- Pay rent and utilities as required.
- Prior to commencement and on each policy renewal, provide copies of certificates of currency for each insurance.
- The OSHC Provider in consultation with the Committee will determine what, if any, new fixtures, fittings, furniture and any other assets should be purchased by the OSHC Provider for the OSHC Service.
- Keep a register of all new fixtures, fittings, furniture, equipment and any other assets purchased by the OSHC Provider and provide a copy of such register to the Advisory Committee on a regular basis.
- Hold a meeting for parents interested in the OSHC Service at least once per year at the School and issue newsletters to or otherwise consult with and inform parents of the issues relating to the management and operation of the OSHC Service.
- The OSHC Provider must obtain the Minister's consent before erecting any signs on the Land except for signage required to comply with the Education and Early Childhood Services (Registration and Standards) Regulations 2011 and National Quality Standards.

Clauses taken from the [Licence and Services Agreement between the Minister for Education and Child Development, School Governing Council and OSHC Provider](#).

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