

# Greenwith Campus Outside School Hours Care



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## POLICY DOCUMENT

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<h2>GOVERNANCE AND MANAGEMENT</h2>
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# GOVERNMENT AND MANAGEMENT

## BACKGROUND

*This policy focuses on effective leadership and management of the service that contributes quality environments for children's learning and development. Well documented policies and procedures, well maintained records, shared values, clear direction and reflective practices enable the service to function as a learning community. An ongoing cycle of planning and review, including engagement with families, creates the climate for continuous improvement.*

Guide to the National Quality Standard, October 2011, ACECQA

A comprehensive overview of the governance and management of OSHC services can be found on [www.DECD.sa.gov.au/OSHC](http://www.DECD.sa.gov.au/OSHC). This information addresses the work that needs to be undertaken. Services that are not on state government school sites may easily access this information and adapt it to their own circumstances. Approved Providers must ensure that they have a full understanding of requirements and ensure that the staff team has access to all the National Quality Framework documentation.

## POLICY STATEMENT

The Our Lady of Hope Greenwith Campus OSHC service undertakes to ensure that all aspects of governance and management are clearly articulated and that this complements the service philosophy and statement of purpose. There is an ongoing process of review and evaluation and all relevant information is readily available to stakeholders.

## RELATIONSHIP

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
168	7.3		Food Safety Standards
171 172 173 177		Family handbook Employee handbook Complaints Policy	
183–184 185 103–115			

## HOW THE POLICY WILL BE IMPLEMENTED

### GENERAL

#### Director

*Responsibilities:*

- Business Management
- Centre Management
- Staff Management
- Legislation and Regulation Management
- Grievances – Staffing & Parents
- Provide Leadership to Staff

*Responsible to the Principal of Sponsoring Body*

## **Assistant Director**

*Responsibilities:* Program Management  
Behaviour Management  
Staff Management  
Grievances – Parents & Children  
Provide Leadership to Staff  
Provide High Quality Child Care  
*Responsible to the Director*

## **Deputy Assistant Directors**

*Responsibilities:* Occupational Health and Safety Management  
Special Needs Children  
Provide High Quality Child Care  
Assist qualified and unqualified with direction and developing their skills  
*Responsible to the Assistant Director*

## **Specialised Staff**

### **Cook**

*Responsibilities:* Menu Planning Kitchen Management  
Menu Planning, Meal Preparation and Delivery  
Stock Control and Purchasing  
*Responsible the Director*

## **Maintenance Officer**

*Responsibilities:* Facilities and Equipment Maintenance  
Grounds Maintenance  
*Responsible to the Director*

## **Educators**

### **Qualified Staff**

*Responsibilities:* Provide High Quality Child Care  
Coordinating Activity Preparation, Sporting Equipment, Junior Primary  
Collection, Daily parent Liaison and Assign Staff Daily Duties  
Assist unqualified staff with direction and developing their skills  
*Responsible to the Assistant Director*

### **Unqualified Staff**

*Responsibilities:* Provide High Quality Child Care  
*Responsible to the Assistant Director*

## **Contractor Staff**

### **Cleaning Contractor**

*Responsibilities:* Maintain Hygienically Clean Equipment and Facilities  
Restocking of toilet rolls, hand towels and hand soap  
*Responsible to the Director*

## **Advisory Committee**

*Responsibilities:* Policy & System Development and Review  
Developing and Reviewing Business and Strategic Plans  
Budget Setting, Overview Finances, Program, Maintenance, OHWS  
Recommending proposals to the Sponsoring Body School Board  
Grievances – Staff and Families  
*Responsible to the Sponsoring Body School Board*

## **Sponsoring Body School Board**

*Responsibilities:* Review Advisory Committee's Recommendations  
Ratify, Modify or Decline Advisory Committee's Recommendations  
Responsible to the Catholic Education South Australia, the South Australian Government & the Federal Government  
*Responsible to the Catholic Church Endowment Society*

## **Meeting Schedule**

### **Advisory Committee**

- Meetings scheduled one a term, week 5, at 6.15pm.
- An additional meeting can be scheduled if required in Term 4 to set the budget for the following year.
- A staff representative and the Director facilitate the communication between staff and the Advisory Committee.
- The Principal is the Our Lady of Hope Board representative on the Advisory Committee.

### **Leadership Team**

- Meetings scheduled every fortnight throughout the school term.

### **All Educators**

- Meetings scheduled once a term.

## **PHILOSOPHY AND POLICIES**

In Our Lady of Hope Greenwith Campus OSHC, there is a periodic review of all policies and procedures in consultation with all stakeholders. These policies (and procedures) provide clear documentation that defines agreed and consistent ways of doing things to achieve the stated outcomes.

The service philosophy and policies will be readily available for all stakeholders and reference to this can be found in general service information.

The statement of philosophy will also be included in the Quality Improvement Plan for the service.

## **FINANCIAL MANAGEMENT**

Our Lady of Hope Greenwith OSHC service must be financially accountable and be operated as a financially viable and sustainable business.

The service will develop a budget in consultation with the school, incorporating all known costs regarding income and expenditure, including maintaining provisions for planned future expenditure. All specific provisions should be formally approved and noted in meeting minutes. Further information on budgeting and fee setting are set out under the Fee Policy.

It is a requirement of our Service, that there are provisions held for employee entitlements as per the Enterprise Agreement. Such money will be available as needed. Employees should be advised of their available entitlements with each pay.

## **FACILITIES AND ENVIRONMENT**

Regulations 103–115 relate to the physical environment required for an OSHC service. Our OSHC service complies with these regulations.

The centre consists of two double transportable buildings, a toilet block, storage shed, several extensive verandas and outside seating and tables for children to enjoy their snack and meal times. The centre has a fully operational commercial kitchen managed by a cook. The centre also accesses the campus' buildings and resources such as the resource centre and community hall.

Our environment is large, flexible, diverse and aesthetically pleasing facilitating children's learning and development. The environment is designed to ensure children's visibility whilst also taking into consideration the autonomy of the child.

Premises are well cleaned and maintained by our maintenance officer and cleaning adhering to CESA guidelines and operational procedures.

The environment is designed to be accessible to all children and stakeholders. The layout provides flexibility enabling the group dynamic to be large, small and singular. All stakeholders including the children are actively involved in creating our aesthetically pleasing environment.

We have adequate storage space for equipment; space for administrative tasks as well as space where confidential meetings can be undertaken and our areas for food preparation meet the requirements of the Food Safety Standards.

#### **REVIEW AND EVALUATION OF SERVICE**

Ongoing review and evaluation will underpin the ongoing development of the service. Such evaluation should involve all stakeholders, especially families, children and educators/staff.

Our OSHC service has developed a Quality Improvement Plan which form part of the review process. The development of a plan will require reflection on what works well and what aspects of the service can be further developed. The Plan will be reviewed annually.

#### **MAINTENANCE OF RECORDS**

Our OSHC service has an obligation to keep adequate records about staff, families and children to operate responsibly and legally. The service will protect the interests of the children and their families and the staff, using procedures to ensure appropriate privacy and confidentiality.

Regulation 177 outlines requirements and includes references to records that services must keep. Regulations 183–184 detail storage of records.

The school Principal/Nominated Supervisor will assist in determining the process, storage place and time line for storage of OSHC records.

All documents relating to children and parents will only be made available to the parent/guardian or approved persons enrolling the child, staff and authorised members of the Advisory Committee who require relevant information, or Government officers when requested.

All documents relating to staff will only be made available to the individual staff member, the Director and an authorised member of the sponsoring body or police.

All documents relating to fee payment and CCB will only be available to the parent/guardian or approved persons enrolling the child, staff and authorised members of the sponsoring body or Government officers.

#### **WORKPLACE HEALTH AND SAFETY**

The establishment and maintenance of a safe workplace is a joint responsibility of employers and employees. Our OSHC service will have practices and procedures to address the legal requirements relating to safety in the workplace and this information will underpin any service specific requirements, including grievance/complaints procedures.

At Our Lady of Hope Greenwith Campus OSHC site, the Our Lady of Hope School OHS&W Coordinator will include OSHC in their oversight of the site practice. OSHC has a WHS representative who has undertaken the responsible officer training.

## **ROLE OF ADVISORY COMMITTEE**

### **Role**

The Greenwith Campus OSHC Advisory Committee is appointed to:

- Assist the School Board in meeting relevant Commonwealth and State Government legislation and standards;
- Support and assist the School Board, Principal and OSHC Director to ensure that the quality of care being offered is in keeping with the values, principles and policies of the school and CESA;
- Advocate for, represent and ensure that children, families and staff have a voice in advising the School Board on issues relating to the management of the OSHC service;
- Support and assist the OSHC Director and staff on a day-to-day basis, and
- Make recommendations to the School Board on major decisions affecting OSHC for its consideration and final decision.

### **Composition**

Membership of the OSHC Advisory Committee is open to all parents who have enrolled their child(ren) in the service in the current year. The OSHC Advisory Committee will elect a chairperson, secretary and treasurer from its parent user group.

Membership of the OSHC Advisory Committee is to include:

- Board Representative either the Principal or Principal's delegate,
- The OSHC Director,
- A staff representative;
- Parent representatives from OLOH,
- Parent representatives from Greenwith Primary School.

### **Process for Appointment to the Committee**

- All parent users are actively encouraged to nominate for positions on the Advisory Committee.
- Elections for Advisory Committee representatives are held via a ballot system, with candidates elected on a majority basis, where necessary.
- Where possible, only half of the committee member positions should be up for re-election at one time, to ensure continuity of knowledge.

### **Management**

- Parents and staff are to be kept informed about the committee's membership, meetings, decisions and have opportunities for input.
- Committee members need to be clear about the extent of their responsibilities with the OSHC service, through reference to this policy.
- The OSHC Advisory Committee should report regularly to the School Board. Both a financial report and a general operational report should be presented as required by the board.
- The financial position of the OSHC service should be monitored, budgets developed and financial planning undertaken for future objectives. The financial position of service should be a major consideration in all management decisions.
- The school is responsible for any deficits or losses incurred by OSHC.
- The OSHC budget must cover OSHC staffing costs, consumables, food, drink, craft and play equipment, toys, computer, electronic equipment, office and administration expenses and excursions.
- The school is legally responsible for the management of Commonwealth Government funding as per the funding agreements.
- The school is responsible for organising an annual audit to ensure that ALL OSHC expenditure is accounted for including accruals and staff entitlements.

## **RESOURCES/REFERENCES**

- DECD Health & Safety at [www.decd.sa.gov.au/hrhealthsafety/default.asp?navgrp=955](http://www.decd.sa.gov.au/hrhealthsafety/default.asp?navgrp=955)
- CESA Guidelines <http://online.cesamet.adl.catholic.edu.au/docushare/dsweb/HomePage>
- DECD Records Management at [www.decd.sa.gov.au/rmp/pages/cg0000941/standards-guidelines/](http://www.decd.sa.gov.au/rmp/pages/cg0000941/standards-guidelines/)
- Education and Care Services National Regulations  
[www.legislation.sa.gov.au/LZ/C/A/EDUCATION%20AND%20EARLY%20CHILDHOOD%20SERVICES%20\(REGISTRATION%20AND%20STANDARDS\)%20ACT%202011/CURRENT/2011.46.UN.PDF](http://www.legislation.sa.gov.au/LZ/C/A/EDUCATION%20AND%20EARLY%20CHILDHOOD%20SERVICES%20(REGISTRATION%20AND%20STANDARDS)%20ACT%202011/CURRENT/2011.46.UN.PDF)

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**(Chairperson)**

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**(Date Reviewed)**

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**(Principal)**

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**(Date Reviewed)**