ROSLYN PRIMARY
OUTSIDE SCHOOL HOURS CARE

POLICY

January 2015

PROPOSED REVIEW DATE: January 2015
Outside School Hours Care

Introduction

This policy was written in January 2015 in line with the Children’s Services Regulations 2009.

The Roslyn Primary School Outside School Hours Care program operates as part of the Roslyn Primary School and under the control of the School Council, it is subject to the rules, regulations and policies of the school.

This policy is a clear statement of the philosophy, objectives, and procedures that guide the operation of the service, and ensures that:

- the operational practices of the service are consistent with the philosophy and objectives of the service
- users and potential users of the service are fully informed about how the service operates
- continuity of the program is maintained as people working in, or having responsibility for, the program change
- decision making processes are clear
- the roles and responsibilities of management, staff, and program users are clear.

This OSHC policy is available to staff, parents, and community, in line with the requirements of the Children’s Services Regulations 2009.

This policy will be

1. available to parents/guardians/approved persons on request from the Program Co-ordinator.
2. reviewed on an annual basis.
Definitions

In this policy –

“School Council” refers to the Roslyn Primary School Council.

“Section x.x.x” refers to the sections of the Children’s Services Regulations 2009.

“OSHC Program” refers to the Roslyn Primary Outside School Hours Care program.

1. PHILOSOPHY

The Roslyn Primary Outside School Hours Care Program aims to provide quality child care for primary school aged children through the provision of enjoyable, appropriate, and inclusive activities after school hours in a caring, fully supervised, and nurturing environment.

Our Philosophy at Roslyn Primary Outside School Hours Care is

- to provide an affordable, caring, and quality program for families with primary school aged children
- to provide school age children with the opportunity to engage in experiences that are enriching, which allow for expression and independence, and enforce the importance of play
- to promote the importance of discovering the world in which they live, dealing with themselves and others, and developing physical, social, emotional, cognitive and language skills and abilities.
- to ensure the dignity and the rights of the child are maintained at all times
- to provide an inclusive environment that promotes safe and secure care
- to provide a program at hours that enable parents/guardians to engage in full-time or part-time employment, training, or study.

We believe that all children in OSHC have a right to

- safe, secure, and caring environments which complement their home, school, and community life
- supervision, encouragement, and support form professional staff
- programs which support middle childhood development and value play-based experiences
- be heard, respected, valued, and included
- experiences which enhance independence, self-esteem, and confidence
- programs and resources which actively promote the acceptance and inclusion of children of diverse ages, abilities, interest, family structures, and cultural heritage.
We believe that all parents/carers with children in OSHC have a right to

- be welcomed, respected, and included
- comprehensive information about the service, the staff, and the programs
- feel confident that their children are safe, supervised, happy and involved
- open and respectful interactions with staff
- consideration and support for individual family circumstances
- timely and equitable responses to issues.

2. RATIONALE OF THE PROGRAM

In 2009, several staff members of Roslyn Primary School concerned with the future viability of the school, decided to investigate the possibility of providing child care for school children after school hours. Relevant child care organisations were contacted to obtain further information and assistance.

Parents of Roslyn Primary School were surveyed and the results indicated a need for an Outside School Hours Care Program.

All relevant information was presented to the School Council and a motion was passed to proceed with the implementation of an Outside School Hours Care Program to be offered to all families of the school.

With the support of School Council, and with assistance from the DEEWR, and Family Assistance Office, the Roslyn Primary Outside School Hours Care program commenced operating from the OSHC room in January 2010.

The Program was established with 15 funded places for both Before School Care and After School Care.
3. ORGANISATIONAL STRUCTURE

3.1 Family and Community Services

Outside School Hours Care programs operate under the Children’s Services Regulations 2009.

The Department of Education, Employment, and Workplace Relations approve the establishment of OSHC programs. It offers support services by referring to its associated resource agencies.

3.2 Role of School Council

The School Council has overall responsibility for the development of the school’s OSHC program. This responsibility involves:

- the overseeing of the planning and evaluation of the school’s OSHC program
- the maintenance of facilities that are used by the school’s OSHC program
- appointment of staff to work in the school’s OSHC program
- ensuring that the OSHC program operates within the guidelines in accordance with the OSHC Policy Guidelines.
- ensuring the operational issues of the OSHC program are effectively dealt with
- ensuring proper enrolment and attendance records and accounting records are kept and maintained in relation to the OSHC program
- the OSHC program is covered for the following contingencies:
  a) Workcare for the OSHC program staff
  b) Vicarious liability of the Crown, for any negligent acts or omissions of the School Council, arising out of proper and authorised activities of the School Council
  c) Public liability. The School Council will accept reasonable responsibility for children attending the OSHC program for the period that they are in care and will ensure that all necessary precautions are undertaken for the safety of the children attending the program.
  d) Ensure that the area used for the OSHC program is suitable for the planned activities, and that the area is safe and hazard free. The School Council will also ensure that the OSHC program is included in the school’s Displan and that appropriate security for the children and OSHC staff is maintained.
3.3 Role of the Principal

The Principal has operational responsibility for the school's OSHC program but may choose to delegate this responsibility to the program Co-ordinator.

This responsibility involves:

- ensuring that the organisational and administrative decisions relating to the school's OSHC program accurately reflect the school's OSHC program Policy
- ensuring the work of the OSHC program staff employed by the School Council is properly and adequately overseen with regard to the day to day operation of the program
- ensuring that School Council members are provided with accurate, up to date information, advice, and recommendations, on all matters brought before the School Council relating to the school's OSHC program

3.4 Parent participation

Parents have the right to be informed about all areas of the OSHC program attended by their children. It is recognised that the care and education of children is a partnership that requires cooperation between parents, staff, and managers of the program.

Practices to facilitate communication between parents and the OSHC program Co-ordinator include:

- the Co-ordinator making regular use of the *Roslyn Primary School Newsletter* to keep parents informed of the OSHC program Policy, activities, and rules and regulations. Also, ways of communicating parents’ views to the Co-ordinator will be widely publicised
- the publication of the OSHC program newsletter at regular intervals
- encouraging informal and formal discussions between parents and staff
- providing information in relevant languages other than English, and putting procedures in place for communicating with parents from non-English speaking backgrounds should the need arise
4. MAINTENANCE OF RECORDS

The records of the OSHC program are confidential. They will be kept in a secure and accessible place at all times. Individual files will be kept for each child while the child attends the service.

Files will include:

- medical details including immunisation particulars and allergies. This will include authorisation to seek medical, hospital, and ambulance services and include Medicare and ambulance subscription numbers where appropriate
- special needs or considerations including any special diets
- personal details (name, address, date of birth)
- relevant medical details
- relevant custody details, including copies of any Court Orders
- details of people authorised to collect children from the program
- name, address, and phone numbers of parents/approved persons
- name, address, and phone numbers of authorised contact persons
- name, address, and phone number of child’s doctor

In line with school policy, records will be archived once students leave the school.

It is acknowledged that, in conforming to the Children’s Services Regulations 2009, a record is kept of a child’s illness or accident, where this occurs during the program, and that the record be kept in safe storage until the child turns 24 years of age.

It is also acknowledged that after a child no longer attends the program, only records relating to any child’s illnesses or accidents need to be kept.
5. STAFF

5.1 Equal Employment Opportunity

The Roslyn Primary School OSHC program is an equal employment opportunity employer.

Staff reviews, staff discipline procedures, staff support, and all other aspects of employment conditions will be undertaken by the Principal in consultation with School Council.

A minimum of one staff member for every fifteen children is to be employed to operate the program, according to Regulation 54 (a). Staffing comprises a Co-ordinator, who will have responsibility for the whole program, and one assistant.

‘Staff’ refers to a person paid by the School Council. Volunteers and work experience students are not part of the staff ratio.

Only staff directly involved in the care of children are considered part of the OSHC program staff.

5.2 Staff qualifications

The Children’s Services Regulations 2009 list the relevant qualifications required by all OSHC staff. The School Council will ensure that all staff members will hold the required qualifications.

5.3 First Aid

All staff in the OSHC program will be required to obtain a minimum Senior Level First Aid qualification.

Staff will provide the original certificate for sighting, and a photocopy will be taken for service records.

5.4 Staff selection

A carer will be a fit and proper person to undertake paid or unpaid work in the OSHC program. This applies to all paid staff and volunteers.

A person is fit and proper if:

- the person is capable of providing an adequate standard of child care in a OSHC setting
- the person is of good character and is suitable to be entrusted with the care of children.
Therefore for staff and carers to be deemed capable of providing an adequate standard of child care, they need to be suitably qualified and/or experienced and meet the requirements set out in the relevant job description.

Prospective staff will provide references that are checked by the Principal, provide proof of identification, and undergo a police check.

The successful applicant for any OSHC program staff position will be required to apply for a Working With Children Check, and will present the identification card for sighting, and a photocopy will be taken for service records.

It is recognised that in selection of staff, personal qualities and experience are as important as formal qualifications.

Skills required by staff include:

- play-leading and recreational skills – to design play environments and programs that are fun and stimulating for children
- child care skills – to care for children in place of their own parents and to promote their social and emotional development
- community development skills – to promote the service within the community through friendship and understanding
- organisational and administrative skills – to assist maintaining a service that is financially viable and properly accountable
- First Aid qualification

5.5 Responsibilities of staff

Staff are required to operate within the standards of the OSHC program as identified in this policy document.

Day to day running of the program may include:

- planning and co-ordinating activities
- organising equipment and materials
- maintaining an attendance sheet or roll, booking schedules, enrolment details, and financial records
- issuing accounts and receipts
- supervising children and other staff
- organising and preparing breakfast and afternoon tea each day
- maintaining a warm, caring environment
• liaising with the Principal, and School Council

• ensuring that any damage or loss to buildings or equipment is reported immediately to the Principal

• providing opportunities for children to contribute to the program

• providing a program which is both enjoyable and stimulating and which allows for a choice of activities

• ensuring that the room is left clean and tidy at the end of each session

• ensuring that all materials and equipment are used safely and receive regular maintenance, and are securely stored at the end of each session

• maintaining an accident register

• ensuring that all doors and windows are locked at the end of each session

• ensure that records are kept as required under the Children’s Services Regulations 2009 and the School Council as outlined in this policy document.

The above mentioned could reasonably be seen as a job description for the Co-ordinator. The assistant will help the Co-ordinator in appropriate areas.

5.6 Accountability

The OSHC program Co-ordinator and other staff will be employed by, and be responsible to, and will work with the School Council to ensure that the program runs smoothly and promotes quality care for all children involved in the program.

On a day-to-day basis, the staff will be responsible to the Principal.

The Co-ordinator will be required to report to the Principal and to ensure all records are maintained.

5.7 Hours of employment

Staff will be employed on a part-time basis from Monday – Friday, 7:30am to 8:45am, and 3:15pm to 6:15pm, and, as the need arises such as one hour earlier in the afternoon on those days when school classes finish earlier on the last day of term. The OSHC program will also run on days when the school is closed such as Curriculum Days as deemed appropriate by the Principal. The OSHC program will be closed on all Public Holidays.
5.8 Conditions of employment

It is recognised that the quality of the program is partly determined by the quality of the Co-ordinator and the physical and emotional environment of the program. Therefore considerable care will be taken to appoint the right person and to ensure that all the needs of the Co-ordinator and of the program are met.

This can be achieved by:

- making sure that adequate and appropriate equipment and facilities are in place
- job descriptions are formalised, and responsibilities of all parties clarified and accepted
- ensuring that staff are aware of the support structure available to them (School Council, Principal, Child Care Organisations, DEEWR, etc.)
6. PARTICIPATION AND ACCESS OF PARENTS/GUARDIANS/APPROVED PERSONS

6.1 Access

Parents/guardians/approved persons may enter the OSHC program any time and may, at an appropriate time, exchange detailed information about their child with the Co-ordinator.

If such information is confidential, or privacy is requested, an appointment can be made to meet with the Co-ordinator outside of program hours.

6.2 Complaints procedure

Where a parent/guardian/approved person has a complaint he/she will contact the Principal immediately. The Principal will then deal with the matter in line with the Schools of the Future Reference Guide.

6.2.1 Expressing complaints/grievances

Families, children, and staff may use the following procedures for expressing grievances/complaints:

- letter
- email
- OSHC Communication Book (staff and children)
- verbally
- OSHC Suggestion Box

Confidentiality of grievances/complaints reports and documents will pertain to section 9.7 of this service policy – Confidentiality.
7. ENROLMENT OF CHILDREN

7.1 Eligibility

All primary school aged children enrolled at Roslyn Primary School will be eligible to register with the OSHC program. Priority will be given to children of parents with greatest needs and who fulfill the aims of the program.

All children attending Roslyn Primary School may be registered in case emergency care is required.

7.2 Enrolment forms

The enrolment forms will provide all of the necessary information about each child. Each child must be registered via an enrolment form before attending the OSHC program.

7.3 Access and equity

The Roslyn Primary School OSHC program aims to be responsive to the needs of the local communities.

In line with the Equal Opportunity Act 1995, no child will be excluded from attending or participating in the program because of his or her sex, race, religion, or developmental delays or disabilities.

The program aims to be gender inclusive and culturally relevant. The needs and preferences of Aboriginal families and of families from non-English speaking backgrounds will be recognised.

7.4 Priority of Access

Priority of access must be given to the children of parents who are:

- in employment
- are unemployed but are actively seeking work
- undertaking work related study and/or training

As well, priority of access will be given to siblings of children who attend the program.

School age child care programs must be equally accessible by all children, and are inclusive of all groups in the school community.

Children may have access for emergency care, and if places are available, to learn new skills, encourage socialising skills and to give parents free time.
7.5 Waiting list

A list will be kept and those waiting for a place will be advised when one becomes available, according to priority of needs.

7.6 Parent obligations

It is the parent’s responsibility to ensure that their children are collected on time and only by those authorised to do so.
8. FEES

Fees are to be set at a level that balances the capacity of parents to pay with the need to provide a high quality service and maintain the financial viability of the program.

It is a funding requirement that the OSHC program has an equitable fee structure that complies with funding program guidelines.

8.1 Child care assistance

Parents/guardians may be entitled to assistance with child care fees. Parents will consult Centrelink to determine what government assistance is available, the eligibility criteria and application details.

All families will be encouraged to apply for assistance.

8.2 Payments

Payments will be made according to the procedure outlined at enrolment and as set out in the Parent Information Booklet. Receipts will be issued for all payments made.

8.3 Arrears

If fees are not forthcoming after two consecutive account periods, parents will be notified in writing of their need to bring their account up to date. Parents will be offered the choice of paying the account in full, or arranging a payment plan. If these choices are not agreed to, and payment is not forthcoming, parents will be notified that their child’s place in the program will be withdrawn by a set date. Parents will be notified by telephone prior to withdrawal of their place.

8.4 Banking

All monies paid to the OSHC program will be lodged at the school office by parents. If money is paid to the Co-ordinator because of a parent’s inability to attend the school office due to work commitments, it will be the responsibility of the Co-ordinator to lodge these monies with the school office at the earliest opportunity. All monies lodged with the school office will be banked into the school’s official account.
9. ADMINISTRATION

The Roslyn Primary OSHC program is registered with DET and has Funding Agreement approval for an attendance of fifteen (15) children maximum in Before and After School Care.

9.1 Attendance records

An Attendance Sheet will be completed each day by the Co-ordinator and will record the following information:

- name
- arrival time
- Co-ordinator’s signature
- departure time
- parent/guardian/approved persons signature

All children must be signed out of the program.

9.2 Accounts

All monies will be paid to the school office, which will then be banked into the Roslyn Primary School official account.

All fees will be kept on the computerised child care software program.

Receipts will be issued for all payments made to the OSHC program.

Credit accounts will be established with convenient businesses.

If required, monthly financial statements will be provided at any time for presentation at a School Council meeting.

9.3 Workcare

The School Council will ensure that the program staff is covered by Workcare.

9.4 Superannuation

Superannuation will be provided to staff, and paid three monthly into the superannuation fund of the employees choice.
9.5 Taxation

Taxation will be deducted fortnightly from the staff wages, and forwarded to the Taxation Office.

9.6 Insurance

The School Council will ensure that there are current, appropriate public liability and adequate insurance policies in place in respect of the provision of the service.

9.7 Confidentiality

The OSHC program holds a range of personal information about children and their families in its records. Care will be taken not to give out information about a child or its family without prior permission from the parent/guardian. There are situations when a person may have good reasons not to want his/her whereabouts or information revealed about themselves or their child.

This applies to all staff, other families, and visitors to the service.

The personal information and records are securely stored.

Staff are not to discuss the personal details of families using the service other that as necessary for administration of the service.

All parents/guardians may have access to their child’s confidential records at any time in consultation with the Co-ordinator.
10. OPERATION OF PROGRAM

10.1 Hours of operation

The program will operate on regular school days from Monday – Friday, 7:45am to 8:45am for Before School Care, and 3:30pm and 6:00pm for After School Care.

10.2 Early school finish – End of Term

The service will operate from 2:30pm to 6:00pm on these days.
11. ATTENDANCES

11.1 Before School Care

On arrival at the Before School Care program, the child will be required to be signed in by parents, or other authorised persons, and will be signed out by the Co-ordinator at the end of the session.

11.2 After School Care

On arrival at the After School Care program, each child will be signed in by the Co-ordinator. When the child is collected from the program a parent or authorised person will sign out the child to acknowledge that the child has left the program.

11.3 Children leaving the program unaccompanied

No child will leave the program unaccompanied.

11.4 Children leaving the program to pursue another activity then returning to program

Cases may arise where a child may attend an activity at the school and must return to the program. The parent/guardian/approved person will consult the Co-ordinator prior to the required day. The request will be accommodated at the discretion of the Co-ordinator, taking into consideration the child’s safety and any implications for staff.

11.5 Emergency attendances

Emergency attendances would only be permitted by those children registered with the program and if there is a place available. Parents will notify the school as soon as possible if emergency care is required.

11.6 Inability to attend

If a child booked into the program on a particular day will not be attending the program, due to absence from school or any other reason, the parent must advise the school office by written note or by phone prior to 4:00pm the day before for Before School Care, and by 11:00am on the day for After School Care. Failure to notify the school will incur the full session fee.

11.7 Children’s arrival from class

Children will be expected to arrive at the afternoon program on their own undertaking.
11.8 Non-arrivals

If children who are registered to attend the After School Care program do not attend, the Co-ordinator will:

a) contact the school office so that an announcement can be made over the PA system for the student to present himself/herself

b) if the child does not present, the Co-ordinator or School Office Manager will attempt to make contact with the parent/guardian/authorised person. It will be the responsibility of the parents to locate their child, as staff are unable to leave the OSHC room.

11.9 Unregistered child

Only children registered with the program may attend. Other children must not enter the ASC room when the program is operating. If necessary, the names of the children will be taken and their parents notified. In the event of more difficult circumstances, the Principal will be notified and the police informed.

11.10 Collection of children

No child will remain at the centre after 6:00pm. If a child is left with staff after this time, without prior contact from parents, then emergency procedures will be implemented.

The Co-ordinator will:

a) ring authorised person/s on contact numbers

b) contact the Principal to inform him/her of the situation

c) contact the police station, and if permitted take the child to the police station providing the police with all known details relating to the child with regard to parent names, address, and contact details

If parents are late, with no prior communication to the Co-ordinator, a late fee will be charged as detailed in the Parent Information Booklet.

The Co-ordinator will remain with the child/children until the parent picks them up.

Children will only be released into the care of the person/s authorised to do so, as stated on the enrolment form. If there is any change to these arrangements, the Co-ordinator must be advised, preferably in writing, as soon as possible.
12. FACILITIES AND EQUIPMENT

12.1 Location of program areas

The OSHC program operates from the OSHC room. On occasions the program will use the Multimedia Centre in the school library, and various playground areas within the school grounds.

The outside play areas will be delineated at the discretion of the Co-ordinator with regard to supervisory requirements and in line with the Children’s Services Regulations 2009.

12.2 Requirements of the OSHC program areas

As per Children’s Services Regulations guidelines, the OSHC program has:

- an outdoor play area
- an outdoor space requirement of 12 square metres of usable space per child (minimum)
- an indoor play area
- rest and quiet area
- food preparation area
- storage space for equipment
- telephone
- toilet and washing facilities
- heating
- access to fire extinguisher
- access to a first aid kit

12.3 Food preparation facilities

Safe, hygienic facilities for the preparation, storage, heating and cooling of food for children, including a sink, refrigerator, and hot and cold water supply are accessible to staff.

These facilities are located in the school staff room making them accessible at all times to staff therefore meeting Children’s Services Regulations.
All electrical appliances and utensils relating to food preparation will be stored securely.

Children will be supervised when program activities require them to use appliances, hot water or heat.

All food will be kept cool in refrigerators where applicable.

To ensure good hygiene in food preparation areas and by food handlers the following practices will be followed:

- all children will wash their hands before eating snacks
- staff will use appropriate food handling gloves when handling food
- all food intended for consumption will be protected at all times from contamination

12.3.1 Nutrition policy

Roslyn Primary Outside School Hours Care program is a Kids Go For Your Life program which encourages students to enjoy healthy eating and physical activity every day.

The service will, in response to this nutrition program supply a range of healthy snacks with differing colors, textures, and flavors, and with varying cultural influences.

The service will meet the criteria set out by the Kids Go For Your Life program. The six criteria set out in the program are:

1. Tap into water every day.
2. Plant fruit and vegetables in your lunchbox.
3. Limit ‘occasionally’ foods.
4. Move, play, and go.
5. Turn off switch to play

The service will follow the guidelines set out by the Kids Go For Your Life program which has been developed by the government in conjunction with food and nutrition experts. (see appendix 1)

The service continually searches to find healthy alternatives, limiting the use of artificial additives.

Through our nutrition policy we encourage an understanding to children that treats e.g. sweet biscuits, chocolate, lollies etc., are occasional foods rather than part of the everyday diet. Where treats are supplied for special occasions, a healthy alternative will always be available.
We cater for allergies, and all dietary requirements that we have been advised about.

We DO NOT supply nuts or solid nut products such as Peanut Butter and/or Nutella however we do serve foods that may contain traces of nuts.

Drinking water is available to all children in the OSHC program, in line with the Children’s Services Regulations.

Menu’s are planned and reviewed with advice from recognised nutrition authorities on a regular basis.

12.3.2 Safe food handling and hygiene

All staff involved in the preparation of food for the program will gain an understanding of safe food handling and hygiene requirements.

This will be achieved by:

a) The Co-ordinator undertaking and successfully completing a Food Safety Supervisor training course

b) all other staff involved in the preparation of food will undertake Level 1 Food Safety training through the guidance of the Food Safety Supervisor within the service

c) all staff will familiarise themselves with the Food Safety Program Template located in the OSHC program food preparation area

All staff involved in the preparation of food for the program will follow the required procedures for safe food handling, which involve:

- washing hands correctly before preparing food and during the preparation of food if required
- wearing food handling gloves
- sanitizing work surfaces before and during food preparation
- ensuring food is kept at the correct temperature at all times
- waste is disposed of in the correct manner
- utensils are washed in the correct manner
- fridge is kept at correct temperature
- food is kept in correct position in fridge
12.4 Toilets and hand basins

The program provides safe access to the toilets from indoor and outdoor program areas.

Facilities include:

- one toilet for every 15 children (minimum)
- hand washing facilities
- soap and hand drying equipment

Toilets and their surroundings will be cleaned on a daily basis to a standard that ensures hygienic safety.

12.5 Storage facilities

The OSHC program has secure storage facilities for all equipment.

OSHC program equipment is packed away when the program is not operating.

Storage areas are accessible to staff at all times and available to children where appropriate.

12.6 Telephone facilities

The telephone is readily accessible to staff at all times. It is placed so that incoming and outgoing calls are easy for staff to access.

12.7 Building cleanliness, maintenance, and repairs

The OSHC room, and all equipment and furnishings used by the service are to be maintained in a safe, clean, hygienic condition and in good repair at all times.

If there is an issue of safety, cleanliness, hygiene, or repair then it will be directed to the Principal for appropriate action.

Building, equipment, and furnishings will be checked daily before the commencement of the OSHC program and noted in the OSHC Communication Book.

Suitable receptacles for the temporary storage of kitchen refuse and garbage will be provided, lidded, and emptied daily.

The OSHC room will have appropriate heating, ventilation and lighting.
Hazardous machinery, chemicals, and activities, which are likely to cause potential danger to children, are not to be used or undertaken while the service is in operation.

12.7.1 Checking safety of buildings and equipment

All OSHC staff are responsible for recognising and reporting hazards and potential hazards within the service.

When a hazard or possible hazard presents itself, staff will immediately take safe steps, where possible, to remove the hazard and/or cover and label it for identification by relevant persons who will collect/remove the hazard.

All children and persons at risk of harm will be immediately removed by program staff.

The Co-ordinator will appropriately record details in the OSHC Communication Book, and immediately inform the Principal and School Occupational, Health, and Safety Officer of the hazard.

12.7.2 Emergency evacuation procedures

The Co-ordinator will have a copy of the school’s Displan policy and will follow the appropriate emergency procedures if required.

The Co-ordinator will take the following steps to ensure safe emergency and evacuation procedures:

In the event of fire:

- The Co-ordinator will blow a whistle and announce in a calm manner the need to evacuate the premises. They will collect the attendance roll and the telephone, and begin to direct children out of the door furthest from the fire.
- The Co-ordinator will close all doors and windows and follow the children out of the room ensuring no child is left behind
- if there is another staff member present, he/she will lead the children to the designated Displan meeting area
- Emergency Services and Management will be called

In the event of an intruder:

- All children and staff to move indoors and lock all windows and doors where possible
- the Co-ordinator will conduct a roll call immediately, and then call 000
• if there is another staff member present, he/she will calm the children in the program and assist in ensuring their safety and well being

12.8 Keys

The Co-ordinator will have a set of relevant keys.

The Co-ordinator will ensure all heaters and lights are switched off, windows are secured, doors are locked, and the alarm activated at the conclusion of each night.

13. RULES

The rules are designed for the safety of both children and staff and must be obeyed at all times.

The rules are:

• children are not permitted leave the school grounds at any time for any reason

• children must only use designated areas, as specified in the Parent Information Booklet

• children must not play in and around the toilets, play with hard balls unless under supervision, ride bicycles, skateboards etc., in the school grounds, or litter the school grounds

Parents are requested to fully support the staff in seeing that these rules are followed.
14. **CLEANING**

All areas are to be left in a clean and tidy condition.

15. **MAINTENANCE OF FACILITIES AND EQUIPMENT**

The School Council is responsible for the maintenance of facilities so that they are safe for children’s use, and for the provision of adequate equipment.

The School Council will ensure that appropriate equipment purchases for use in the OSHC program are registered on the school’s asset management system, where applicable, or manually, to ensure DSE insurance cover.

The program Co-ordinator is to carry out regular stock takes of equipment and present to School Council any additional needs of the program.

15.1 **Occupational, Health and Safety Representative assistance**

The Co-ordinator is to take responsibility for meeting with the School’s OH&S officer, and to familiarise themselves with all relevant forms and services.

The OH&S representative will regularly check the service in regards to OH&S matters, maintenance of records and relevant information.

16. **EQUIPMENT**

Children have access to a range of equipment and materials that are suitable, safe and well maintained.

16.1 **Buying of equipment**

The Co-ordinator will take requests for additional equipment to the Principal or School Council, who will make a decision regarding the purchase of equipment.

Purchasing will be carried out by the Co-ordinator of the program with the prior approval of the Principal.
17. EXCURSIONS AND INCURSIONS

17.1 Excursions

The OSHC program is not permitted to engage in excursions off the Roslyn Primary School grounds.

17.2 Incursions

Incursions are permitted.

18. HEALTH AND SAFETY

Appropriate health and hygiene practices will be observed, and staff and management will be given access to current information provided by relevant authorities to minimize the health risks to children and staff.

18.1 Controlling the spread of infectious diseases

OSHC staff will actively seek to control the spread of infectious diseases within the service.

Staff will familiarise themselves with, and implement, all sections of the programs Food Safety Template, located in the OSHC room.

Staff will observe all signs, notices, checklists, and information located in various areas within the service and see the Co-ordinator for greater understanding where needed.

If needed, staff will seek further information from Local Council Health Authorities, Department of Human Services, and local General Practitioners.

By observing procedures in 12.3.2 of the OSHC policy, ‘Safe food handling and hygiene’, staff will consistently implement the service’s policies and procedures for controlling the spread of infectious diseases.

18.2 Emergencies

In case of emergency:

- the parent information details recorded on the enrolment forms for children are to be used to contact the necessary people
- the Principal is to be informed as soon as possible
- the School’s Emergency Evacuation Procedure is to be followed
18.3 Children who are ill at the OSHC program

Any child who is ill on arrival, or becomes ill at the OSHC program, will have their parent contacted to take the child home.

18.4 Safety checks

Safety checks of all equipment will be carried out regularly by the Co-ordinator.

A general safety check of the OSHC room will be carried out daily, and recorded in the Communication Book.

18.5 Infectious diseases

The OSHC program will comply with Commonwealth and State legislation regarding exclusion practices for children who have an infectious disease or who have been exposed to an infectious disease and will ensure that the policy is practiced. Specifically, and in line with school policy:

- children suffering from infectious diseases will be excluded from the OSHC program for the period stated below or until a medical certificate has been produced

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>Until at least five days after the rash appears or until receipt of medical certificate.</td>
</tr>
<tr>
<td>German Measles</td>
<td>Until fully recovered and at least five days from the onset of the rash.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Two weeks or with a medical certificate.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Medical certificate required.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has been administered.</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>Medical certificate required.</td>
</tr>
<tr>
<td>School Sores &amp; Ringworm</td>
<td>To be kept home unless sores are treated and properly covered.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until head is clear of lice and a clearance given.</td>
</tr>
</tbody>
</table>
• staff will be aware of their own immunisation status and the risks to their well
being when children have infectious diseases

• staff and parents of children attending the service will be able to produce
evidence of immunisation on request

• where information is provided about the occurrence of an infectious disease,
that information will be made available to the parents/guardians/approved
persons of children in a manner that is not prejudicial to the rights of individual
staff or children and which does not infringe Commonwealth or State
legislation

• AIDS/HIV status of a child or member of staff is a private matter between
patient and doctor. No legal requirement exists to oblige the patient or
parent/guardians/approved persons to report this status.

(Refer to the Health Act 1958, Health (Infectious Diseases) Regulations 1990,

18.6 Illness and accidents

If a child has an accident or becomes ill while attending the OSHC program the
following procedure will be followed:

a) The child is kept under adult supervision until the child recovers or until the
child’s parent/guardian/approved person or other authorised person takes
charge of the child

b) if the child requires immediate medical aid, all reasonable attempts are taken
to secure that attention and to notify the parent/guardian/approved person of
the accident or illness

c) in the case of medication being required in an emergency without prior
consent of the parent/guardian/approved person, every attempt will be made
to secure that consent or the consent from a registered medical practitioner

d) in the case of serious injury requiring hospitalisation, procedures for the
transportation of the child to hospital are implemented

e) parents will be notified on the same day of any illness or accident that occurs
at the program that does not require the immediate notification of parents or
medical assistance. Records of these incidents and parent notification will be
kept in accordance with the relevant regulations.
18.6.1 Administering medication

Medication will not be administered without the written consent from a parent/guardian and/or General Practitioner prior to the required time of administering.

The following procedure will be followed:

- The parent/guardian and/or General Practitioner will complete a Medical Authorisation Form which is available from the Co-ordinator

- Staff will ensure that all parts of the said form are complete, signed and dated, and the name of the child receiving medication matches (wholly) the name on the medication container

- Staff will ensure that the medication is in its original packaging and does not appear to be tampered with, and that the dosage requested matches the recommended dosage on the packaging as set by the manufacture and/or the General Practitioner

- Staff will not administer medication when one or all of the above points are not evident, and the parent/guardian will be called immediately to rectify the problem promptly to ensure the health and well-being of the child

- Both staff and the parent/guardian will, on arrival at the program, sign the medical management form which will be kept in the child’s individual file.

18.6.2 Anaphylaxis Management Policy

The management of any child’s anaphylaxis medical condition will be in accordance with the school’s current Anaphylaxis Management Policy. This policy is contained in appendix 2 of the service policy document.

18.7 First Aid

A first aid kit will be maintained in effective order on the premises in a position that is inaccessible to children but readily accessible to staff in an emergency.

18.7.1 Administering first aid

A staff member with a Senior Level First Aid qualification will administer first aid within the service as required, following the prescribed D.R.A.B.C first aid treatment plan.

The Co-ordinator will accurately complete and Accident/Incident report and the form signed and dated by the parent/guardian/approved person collecting the injured/unwell child.
18.8 Accident records

All Accident/Incident reports will be kept in the relevant child’s individual file.

18.9 Medication

Medication will not be administered to a child unless the child’s parent/guardian/approved person has completed a Medical Authorisation Form, which is available from the Co-ordinator.

Medication includes all prescription and ‘over the counter’ medications.

18.10 Health of staff

Staff must be of good health and free from any medical conditions or dependency on any medication and/or substance that may affect their ability to care for children.

This may require existing and prospective staff providing a medical certificate confirming their ability to care for children. Requirement for prospective staff to provide information will be included in the job description.

Staff requiring regular medication will hold a medical certificate confirming their ability to care for children.

No person who is adversely affected by drugs or alcohol will supervise or remain in the presence of the children at the OSHC program.

Staff will not consume alcohol during the hours children are in care at the program.

18.11 Smoke free environment

The OSHC facility will be a smoke free environment. Staff, carers, and parents are restricted from smoking at the OSHC program, including indoor and outdoor areas.

18.12 Sun protection policy

During Terms 1 and 4, there will be a strictly adhered to policy of NO HAT = NO OUTSIDE PLAY.

Parents will be encouraged to pack sunscreen in their child’s school bag for application during the OSHC program when outside play is programmed. During the remainder of the year, children will be encouraged to wear a hat at all times during outside play, but will not be unable to go outside if they do not have a hat. Staff will adhere to these practices to set an example for children, such as wearing hats when outdoors.
18.13 Animals

There will be no animal, bird, or livestock present in the OSHC room.

18.14 Child maltreatment

Any suspected cases of child maltreatment are to be reported to the Principal by the Co-ordinator.

18.15 Duty of care - Child Protection

Mandatory reporting was legislated in Victoria in 1993 via an amendment to the Children and Young Persons Act 1989, which mandates professionals to report suspected cases of physical and sexual abuse. Professionals mandated are doctors, nurses, police, teachers, and school Principals. Reports are made to the Department of Human Services.

All children have a right to feel safe and to be safe. As carers we have a legal and moral responsibility to respond to serious incidences involving abuse and neglect of the children with whom we have contact, and to report instances that we believe involve physical abuse, sexual abuse or neglect.

All concerns by OSHC staff regarding suspected physical and sexual abuse and neglect, emotional abuse and neglect will be reported to the OSHC Co-ordinator who will then contact the school Principal. If the school Principal is not on the school premises, he/she will be contacted using after hours contact numbers. If the school Principal is not able to be contacted, the assistant Principal will be contacted. If neither Principal is able to be contacted the Department of Human Services will be contacted by the Co-ordinator.

If a belief has been formed by a staff member that sexual or physical abuse has taken place ‘Mandatory Reporting Information Sheet’ available from the Principal must be completed and filed in the Principal’s office.

All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.

OSHC staff will be informed of mandatory reporting responsibilities and procedures as part of their induction procedure.
18.16 Discipline/acceptable behavior maintenance

Appropriate standards of discipline will be maintained by children being given positive guidance directed towards acceptable behavior with encouragement freely given.

The guidance techniques used by staff will show children the utmost respect, and modeling to them appropriate and peaceful methods of conflict resolution.

The guidelines are that:

- guidance of children will have due regard to age/staff expectations and will be positive and supportive, and all children attending the program will be treated with respect as individuals
- no child within the program will be subject to physical or psychological abuse by anybody
- frightening methods of control and discipline will not be permitted
- punishment will not be associated with food, rest, toileting, or isolation

In Out of School Hours Care Programs the children’s co-operation is fostered through the presentation of interesting and varied activities. The program Co-ordinator will let parents know of difficulties regarding their children as they emerge. However, there are occasions when disciplinary action must be taken to maintain acceptable standards of behavior.

Each staff member will accept the responsibility for the control of the children in his/her care and where that cannot be achieved, or where reinforcement is required, the staff member will seek the assistance of the Co-ordinator.

Occasionally it is necessary to instantly remove a child from the program where the child behaves in such a way as to constitute a danger to the physical and emotional health of any staff member or other child.

Children who repeatedly misbehave will be referred to the Principal, and after consultation with parents, may be excluded from the program.
19. ACTIVITIES

19.1 Program planning

Programming will provide an environment that meets the individual needs of children and that promotes their growth and development enhances their emotional and social well-being and encourages exploration and learning.

The program will be planned to address the individual social, emotional, intellectual, language, creative, recreational, and physical needs of all children. It will be developmentally appropriate, and responsive to the social and cultural diversity of parents, children and the community and free from discrimination.

This will be largely determined by the Co-ordinator in co-operation with the Principal.

19.2 Gender equity

Great care will be taken to ensure all children feel they have the right to participate, by ensuring children of both genders have equal access to all of the activities and equipment provided.

Staff will always keep the following points in mind in relation to gender, when working with the children:

- to take affirmative action when required to ensure that all children have equal access to the program
- ensuring that all children are given an equal amount of staff time
- recognising that children behave in different ways and therefore responding to children’s individual needs
- ensuring that language does not reinforce sex role stereotypes
- encouraging all children to be involved in active and passive activities and to participate equally in a variety of activities, both indoors and outdoors
- ensuring a variety of resources and materials are available which give a balance of gender roles and expectations

19.3 Multiculturalism

The OSHC program works to ensure that young children are not discriminated against on the basis of their culture or national origin. The service acknowledges the worth of the cultural and linguistic diversity that children bring to the environment.
20. PROVISIONS OF REFRESHMENTS

Children with special diets and allergies will be considered in the planning of the type of foods to be consumed.

Drinking water will be provided and available at all times.

21. EVALUATION OF THE PROGRAM

The evaluation of the program will be a continuing process, and the efficiency of the program will be reflected in the behavior of the children attending.

Evaluation will reflect the degree of success of the program, the adequacy of facilities and equipment, the organisation, and the suitability of staff.

The evaluation of daily programming will be completed by the Co-ordinator on a weekly basis, and will be recorded in the Communication Book each Friday.

An overall evaluation of the OSHC program will be undertaken by all staff, and the Principal, on a regular basis, and if required a written report of this evaluation can be made available to School Council.
22. ADVERTISING OF THE PROGRAM

The program will be advertised to parents through the Roslyn Primary School weekly newsletter.

23. COMPLAINTS/CONCERNS

Registrations of complaints/concerns are to be registered with the Principal, not the program staff.

The Principal will use his/her discretion in dealing with complaints in the most appropriate way. The Principal may refer the complaint to the School Council for action. The School Council's action will include informing the complainant of the outcome in writing. Complaints of a serious nature are to be put in writing by the complainant.

24. CLOSURE OF PROGRAM

If after an initial period of three years, the OSHC program cannot operate in a financially responsible manner, due to lack of child attendance, and a satisfactory solution cannot be negotiated by School Council, then the program will be closed.
REFERENCE DOCUMENTS

Children’s Services Regulations 2009


APPENDICES

APPENDIX 1.

Kids Go For Your Life documentation.