

OSBORNE PRIMARY SCHOOL
OUT OF SCHOOL HOURS CARE PROGRAM

The Wizard of OSHC



POLICY & PROCEDURE DOCUMENT

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1 OUT OF SCHOOL HOURS CHILD CARE PHILOSOPHY AND GOALS

“To provide primary school-aged, Out of School Hours Child Care for the Osborne Primary School community which is community-based, flexible and meets the need for children to be cared for in a creative, stimulating, safe and secure environment before and after school. The philosophy is implemented by the following goals:

- To offer a flexible Out of School Hours Child Care that responds to the care and recreational needs of children
- To provide an environment for children that:
 - is both safe and challenging for the children
 - fosters children's individuality, recognizes individual needs and promotes the physical health and wellbeing of children.
- To ensure that the Out of School Hours Child Care accurately reflects the needs of children and parents by:
 - acknowledging the importance of parents in providing direction for the Out of School Hours Child Care
 - encouraging comments and feedback from all parents
 - acknowledging and being sensitive to the cultural backgrounds of families
- To meet the National Quality Framework for Childcare.
- To ensure, that staff are able to fulfil their role in an environment where their needs are being met.

2 INTRODUCTION

2.1 OUT OF SCHOOL HOURS CHILD CARE PROVIDED

The Out of School Hours Child Care (from here on; referred to as OSHC) operates on a non-profit basis and was established in 2006.OSBORNE PRIMARY SCHOOL is the sponsor of the OSHC; however the Management of OSHC lies with the OSHC Committee of Management. A Coordinator is employed for the program.

The OSHC program provides the following components of care:

Before School Care

The Before School Care Program operates from 6:30am to 8:45am each school day during school terms. A healthy, varied breakfast is provided each morning.

Half Morning Session

This session operates from 8:00am to 8:45am each weekday during school terms and **does not include** breakfast.

After School Care

The After School Care Program operates from 3.15pm to 6.15pm each school day during school terms.

End of Term

If students are dismissed early due to end of term (generally 2:30pm), this session runs from dismissal to normal closing time (6:15pm). This session is charged at a higher rate (see fee schedule).

These program sessions are funded by the Commonwealth Government to provide Child Care Benefit (CCB) and Child Care Rebate (CCR) to families. Due to change to CCS as of July 2018.

2.2 THE ROLE OF THE GOVERNMENT BODIES

Commonwealth Government:

The primary objective of the Commonwealth Government is to assist families with dependent children to participate in the workforce and the general community by providing affordable, quality OSHC, which meet the diversity of needs. It provides funds for OSHC, Long Day Care (Centres), and Family Day Care.

Child Care Benefit and child care Rebate is funded by the Commonwealth Government to assist families using an approved child care with child care fees. Its primary focus is to support families who are working, studying, training and looking for work.

The OSHC is funded by the Commonwealth and as a result abides by regulations and guidelines pertaining to this funding. Further information can be obtained from the Coordinator on this form of funding if required.

3 ADMINISTRATION

POLICY STATEMENT

OSHC will ensure that the financial administration, accounting, reporting processes and tasks are completed to the satisfaction of the funding body, the sponsor, parents and staff and standard 7.3: Administrative systems enable the effective management of a quality service, of the National Quality Framework.

3.1 MANAGEMENT OF OSHC

POLICY

OSBORNE PRIMARY SCHOOL COUNCIL is the sponsor of OSHC. The School Principal will ensure that the day-to-day management of the OSHC meets with the requirements set by the Commonwealth Government. OSHC is under the direction of a sub-committee which is made up of school council, parent and staff representation.

MANAGEMENT STRUCTURE

School Council
Principal
OSHC Subcommittee

PROCEDURE

Sponsor

- The sponsor has overall responsibility. This includes policy and program development and approval of the Program budget.

Sub-Committee

- The sub-committee will be made up of representatives from the sponsor body, the parent group and other interested parties.
- The primary role of the Sub-Committee is to operate OSHC and to implement the school policy in relation to the OSHC. Other roles and responsibilities are as follows:
 - To encourage participation and suggestions from parents and staff in the decisions regarding OSHC's operation, its policies and the fulfilment of its philosophy and goals.
 - To regularly review parent and staff needs in relation to OSHC's operation and where appropriate to lobby groups to ensure that these needs are met.
 - To be actively involved in staff recruitment and the development of a positive work environment.
 - To develop and manage the finances of OSHC and to be responsible to the Department of Education and Training (DET) for funding.
 - The committee will meet on a quarterly basis and all meetings are open to the school community and report directly to the School Council.

Coordinator

- The Principal, in conjunction with the Coordinator, is responsible for the day to day management of OSHC and its programs

3.2 REGISTRATION

POLICY

All children must be registered at the OSHC before receiving care. Children must be re-registered /renewed on an annual basis. OSHC is available to all children attending OSBORNE PRIMARY SCHOOL. Children must be of school age to attend.

PROCEDURE

As described per Education and Care Services Regulations 2011; PART 4.7: Leadership and service management.

Division 1: Management of services. Subdivision 1: Attendance and enrolment records. Regulations 160-162.

Subdivision 4: Confidentiality and storage of records. Regulations: 181, 183, 184.

3.3 BOOKINGS

POLICY

OSHC requires all permanent bookings to be made in advance. Casual users must contact the Out of School Hours Child Care prior to the required session in order to ensure a place is available.

PROCEDURE

- Cancellations, changes or additions to bookings can be made to the mobile by voice mail or text message at anytime, however;
- Notification of cancellations must be made by 2:00pm on the day of cancellation, or before the session for the following morning. Late cancellation or full fee, in case of absence will apply.
- Bookings will be accepted on the following basis:

Order of registration

- Within the priority of access guidelines.

3.4 REGISTRATION FEE

POLICY

An annual registration fee of \$50.00 is required to enrol in the service.
If joining later in the year, July or onwards, a half year fee of \$25.00 will apply.
This is a non - refundable fee.

3.5 WAITING LIST

POLICY

This service does not offer a waiting list. Families are advised when a booking is unable to be accepted due to full sessions, and are encouraged to try and book again closer to the date if care is still needed.

PRIORITY OF ACCESS - GUIDELINES

This service will follow the priority of access guidelines when filling vacant places set out by the Child Care management system.

3.6 SIGN IN AND OUT REGISTER

POLICY

All children attending OSHC must be signed in and/or out by the parent/guardian/authorised person every session. The following procedure will be followed in accordance with regulation 99 (4) of the Education and Care Services National Regulations.

PROCEDURE

- For the Before School Care Program:
All parents must sign the child into the Program on arrival and the staff will sign the child out of the Program.
- For the Half Morning Care Program:
All parents must sign the child into the Program on arrival and the staff will sign the child out of the Program.
- For the After School Care Program:
Staff are responsible for signing the child into ASC and all parents/guardians/authorised nominees must sign the child out of the Program when collecting their children
- Children may not be collected by persons other than those that appear on the registration form, or by anyone under the age of 18 unless special permission is sought i.e. - written permission or verbal permission in case of emergency.
- For children attending another activity within OSHC Time
Staff will ensure that children attending another activity during OSHC time e.g. sport, music, Peninsula Connections, are signed in and out of the attendance list (only if a parent has given prior permission).
- The Program cannot accept responsibility for the child once he/she has left the Program.

3.7 CHILDREN WHO DO NOT ATTEND

POLICY

OSHC staff will endeavour to ensure that children booked into the OSHC arrive at OSHC as intended.

PROCEDURE

- Staff will complete a roll call of children as they arrive at OSHC.
- Staff will check the roll by 3:30 to determine whether there are children booked into OSHC that have not yet arrived.
- Staff will announce a message over the school P.A. intercom/speaker requesting that the child/ren in question go immediately to OSHC.
- If children have not arrived by 3:30 staff will attempt to contact the parent to determine whether the child/ren are supposed to be attending OSHC.
If the parent cannot be contacted or the child/ren is supposed to be attending OSHC, the staff will contact the next person on the authorised to consent and collect list.
- If the parent or authorised nominee cannot be contacted, or the child/ren is supposed to be attending OSHC the staff will contact the Principal or Committee to determine the next course of action.

3.8 INSURANCE

POLICY

Management will ensure that professional indemnity, worker's compensation and any other necessary insurance are sufficient to cover the needs of OSHC.

PROCEDURE

- Osborne Primary School Council is responsible for the payment of all relevant insurance.
- Allocations will be made in the budget for all relevant insurance.
- This insurance will be paid on time.

3.9 FINANCIAL MANAGEMENT

POLICY

The OSBORNE PRIMARY SCHOOL is responsible for the financial planning and management of OSHC. The OSHC program will operate within the constraints of the financial budget.

PROCEDURE

- The Coordinator will prepare a budget each year outlining the anticipated income and expenditure of OSHC which will then be put forward for approval by the committee.
- Past financial year records will be used as a basis for developing the new budget.
- In the case of a surplus of funds, this money will be accrued to the following year and considered when developing the financial year budget.
- All financial records will be audited at the completion of the financial year.
- All expenditure will be approved by the Committee of Management.
- The Committee of Management will be responsible for the day to day financial management of OSHC i.e. payment of accounts, collection and banking of fees.
- All costs associated with staffing i.e. Superannuation, Work Cover etc will be paid by the School Council.

3.10 BANKING / HOLDING OF MONEY

POLICY

Management will ensure that all money received by OSHC is banked once a week.

PROCEDURE

- Prior to banking, all money will be held in a secure place under the direct control of the Coordinator.
- A reconciliation of fees paid, receipts issued, fee records completed and a bank deposit slip will be completed when monies are prepared for banking.

3.11 RECORD KEEPING

POLICY

Management will maintain all legally required records in a system that complies with requirements from the funding body and Osborne Primary School.

Management of this system will ensure the confidentiality of children/family records is maintained.

PROCEDURE

- A bound daily record of each child's attendance will be maintained by OSHC. This will include the provision of a sign in and out register. These records will be kept by OSHC for a period of 3 years.
- A bound accident, illness and medication book will be maintained by the OSHC service. These documents will be kept by OSHC for a period of 21 years.
- A record will be kept of each family's fees paid and fees outstanding, in a form approved by the Committee of Management and which complies with funding requirements.
- The Coordinator will ensure that statistical data is maintained and kept regarding the utilisation levels of OSHC.
- All financial records, including records required for Child Care Benefit financial accountability will be confidentially archived by OSHC for a period of 3 years, from the date of the last entry.
- All child and staff personal records are kept in lockable, fire safe cabinets on the premises.
- Staff attendance records outlining sign in and out times will be maintained by the Coordinator.

3.12 ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

Policy

Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to administration of medication, medical treatment of the child (including transportation by an ambulance), collection of children from the service and excursions (not offered by this service).

This policy outlines authorisations requirements for the service and actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation.

Related policies

- 3.6 Sign in and out register
- 6.9 Activities and excursions
- 8.1 Medication

- 8.13 Emergency, evacuation & risk management procedures
- 8.14 Delivery and collection of children
- 8.18 Transport
- 8.26 Dealing with medical conditions

National Regulations

92	Medication record
93	Administration of medication
94	Exception to authorisation requirement – anaphylaxis or asthma emergency
102	Authorisation for excursions
160	Child enrolment records to be kept by approved provider and family day care provider
161	Authorisations to kept in enrolment record
168	Acceptance and refusal of authorisations

Procedures

Authorisation documents are required for the following situations and must have details, specified, recorded.

Administration of medication

- The name of the child.
- The authorisation to administer medication, signed by a parent or person named in the child's enrolment record as authorised to consent to administration of medication.
- The name of the medication to be administered.
- The time and date the medications is to be administered.
- The dosage of the medication to be administered.
- The period of authorisation from and to.
- The date the authorisation is signed.
- Risk minimisation and communication plans – where a child may be given permission via parent/guardian, or approved consent and collect persons, for a child to self-administer medication signed and date.

Medical treatment of the child including transportation by an ambulance

- The name of the child
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service.
- Authorisation for the transport of the child by an ambulance service.
- The name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number.
- The name of the parent or guardian providing authorisation.
- The relationship to the child.
- The signature of the person providing authorisation and date.
- Summary of enrolment details /contacts to be given to medical staff.

Emergency medical treatment

- The service is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

Collection of children

- The name of the child

- The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation.
- The name of the persons authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises.
- The relationship to the child of the persons authorised nominee named in the child's enrolment record to collect the child from the premises.
- The signature of the person (or service coordinator – in case emergency notification via phone) providing authorisation and date.

Excursions/Permission to sign out of OSHC

This service does not currently offer excursions. Children may attend activities within the school grounds, if prior permission from a parent or authorised nominee has been given.

If the activity is a regular occurrence, the authorisation is only required to be obtained once every 12 month period, otherwise the following is required:

- The name of the child.
- Date of activity, or regular session.
- The nature of the activity, within school ground.
- The period the child will be away from the premises.
- The name of the parent or guardian providing authorisation.
- The signature of the person providing authorisation and date.

All authorisation forms received should be checked for completion, and the authoriser (name and signature) ascertained. Completed paperwork to be securely stored on site. Students will not be permitted to leave the site without correctly completed forms.

4 WORKING WITH FAMILIES

POLICY STATEMENT

The service is committed to working with families in a collaborative manner in order to provide a high quality Child Care that meets the needs of children, families and the community. Parent participation and communication is critical to the success of OSHC and its programs.

4.1 PARENT PARTICIPATION

POLICY

The service actively encourages parental involvement in the development of the program.

PROCEDURE

- Management will call for nominations for membership of the Committee of Management on an annual basis.
- From time to time Sub Committees will be developed to address specific issues relating to the service
- Annual evaluations will be conducted to allow families to have input into the future planning of the service.
- Informal evaluations of the service will occur throughout the year.

4.2 CONFIDENTIALITY

POLICY

The program is committed to protecting the rights of children and families.

The service has a responsibility to comply with the Privacy Act 1988, which governs the release of personal information.

PROCEDURES

- Private information regarding children and families will not be disclosed to other families or external persons.
- All private information regarding children and families will be held in a locked and secure place. Access will be restricted to the Principal and Coordinator of the program.
- Private information includes; registration form, Child Care Benefit information and children's developmental records.
- The service will comply with the policy on the disclosure of information outlined in the OSHC handbook.
- The staff will respect parents/guardians rights to confidentiality when these rights do not conflict with the rights and safety of the children.
- Information, which is required for the daily operation of the OSHC, the well-being of children and staff may be exchanged between staff members in the normal course of work and will be treated confidentially.

4.3 COMPLAINTS

POLICY

All parents have the right to have their concerns heard by the Management team.

PROCEDURE

- Families are encouraged to discuss with the Coordinator any complaints or concerns they have about the program or staff.
- OSHC will address all complaints and concerns promptly.
- The Coordinator will endeavour to respond to families verbally within 24 hours and in writing within 5 working days.
- Complaints, which are not resolved to the family's satisfaction, will be referred to the Committee of Management.

4.4 COMMUNICATION

POLICY

OSHC will provide information to families on a regular basis via a range of methods; these include the newsletter, notice boards and face-to-face communication with staff.

PROCEDURE

- All families will be provided with a copy of the OSHC handbook on enrolment.
- Newsletters and notices will be issued to families, as they become available.
- Parents are requested to read the noticeboards and the program's plan; displayed in order to keep informed of activities at OSHC.
- The Coordinator is available to discuss programs and activities at any time.
- Families wishing to discuss matters of a more confidential nature are encouraged to make an appointment with the Coordinator.
- The service will access the translation and interpreter service for families who cannot speak or read English.
- Staff will initiate and facilitate regular communication with parents/guardians.
- Parents will be provided with feedback regarding their children's progress.
- All communication will occur in a respectful and courteous manner.

4.5 ACCESS TO OUT OF SCHOOL HOURS CHILDCARE

POLICY

Families will be given access to the program during session times.

PROCEDURE

- Staff will ensure that the OSHC is accessible to families at all times.

- If the program has a security system i.e. locking doors will ensure that appropriate mechanisms are in place to allow for entrance by families.

4.6 CUSTODY

POLICY

All parents and authorised nominees have access to the OSHC and their children at all times, unless relevant Court Orders are held by OSHC that specify otherwise.

PROCEDURE

- A copy of all court orders in relation to custody and access/restraint must be provided to the program upon enrolment or as obtained. These documents will be attached to the child's records and treated confidentially.
- Parents need to notify the service of any changes to these documents as soon as they occur.
- If the service does not have a copy of the court order it will assume that both parents have equal custody of the child therefore both have access.
- In the event that a parent breaks a Court order and seeks access to the child, the parent with custody entitlements will be contacted immediately, the staff will attempt to stall the parent from taking the child and then the police will be contacted.

In the event a person tries to pick up the child, who is not authorised to do so the following procedures apply:

1. Try to stall the parent – indicating they are not authorised to pick up the child.
2. Make contact with the parent who has authorisation to see if this has changed.
3. If concerned about the child's welfare indicate your preparedness to contact police, followed by the Principal.
4. The coordinator and staff should not be placed in any risk under these circumstances.

4.7 CHILD PROTECTION

POLICY

The health and welfare of all children in care is paramount. OSHC will act on behalf of children to protect their rights to safety and security.

PROCEDURE

- The service will comply with Government regulations in regard to the mandatory reporting of suspected Child Abuse.
- If staff become concerned about a child's health and welfare they are required to document their concerns and discuss them with the Coordinator which will then be reported to the Principal.
- A detailed protocol and procedure is outlined in the staff manual (green folder).
- All information regarding these matters is held confidential.

5 THE PROGRAM / RELATIONSHIPS WITH CHILDREN

POLICY STATEMENT

The service is committed to nurturing and extending each child's social, physical, emotional and intellectual development in a child friendly, supportive and fun environment in accordance with regulation 155 and relationships in groups, regulation 156.

5.1 THE PROGRAM

POLICY

The service will offer a planned, flexible and balanced program, which will respond to children's interests, needs and stages of development.

The program will be developed in collaboration with children, parents and staff.

PROCEDURE

- The staff will undertake the overall planning for the program involving the children and parents.
- The children's program will be displayed at the OSHC venue.
- Staff will encourage children to respect individual differences and respond by providing play experiences consistent with the children's development stages and interests and which recognises the importance of peer group relationships.
- Staff will conduct child-centred programs where children have ample opportunity to do things on their own, to accept appropriate responsibility and to use their free time creatively.

5.2 PLANNING

POLICY

The service believes that planning is an integral part of the program, and encourages all stakeholders (children, parents, and staff) to be involved in its development.

PROCEDURE

- Staff will provide opportunities for children and parents to participate in program planning where appropriate.
- The Coordinator or delegated staff member will be paid 7.5 hours per week of non-contact time for program planning (2.5hrs) and administration (5hrs).

5.3 EXCURSIONS

Currently this service does not offer excursions out of the school's boundaries.

5.4 POSITIVE GUIDANCE OF CHILDREN

POLICY

OSHC is committed to developing a secure, caring and stimulating environment, which enhances children's self esteem and encourages them to interact positively and to co-operate with others.

PROCEDURES

- Staff will communicate with all children in a positive and respectful manner.
- Staff will provide children with a role model that reflects values and attitudes of the local community and is consistent with the OSHC policy.
- Staff will ensure the safety and security of all children supervising them at all times, monitoring, modelling, teaching and reinforcing safety practices.
- Staff will encourage positive behaviour and give clear, consistent guidelines to children regarding the service's expectations and code of conduct.
- Children will be involved in developing behavioural guidelines for the program where appropriate.
- Staff will ensure that all children and parents feel welcome, appreciated and respected, irrespective of their socioeconomic status, culture, colour of skin, race, ability, family type, belief system or lifestyle.
- Staff will consult the child's parent/guardian when their behaviour consistently conflicts with the behavioural guidelines.
- The Staff/Committee Representative will discuss alternative care with parents/guardians and may exclude a child from the program if all attempts to modify their behaviour fail or affect/endanger other children.

5.5 BEHAVIOUR MANAGEMENT PLAN

Behaviour Management Plan (Incorporating the steps for success program)

To manage student behaviour we:

Reward positive behaviour

Promote and recognise good choices

Use positive language

Do not give attention to negative behaviour

Apply consequences when students make poor choices

Green cards

Students will be awarded these cards when –

- ~ Staff observe continual or extra consideration, kindness, understanding above and beyond and/or marked improvement in conduct.
- ~ A child showing respect and/or understanding of the program's behavioural expectations.
- ~ A child who is a good influence on others and regularly shows common courtesy.

Corrective Actions for poor choices

Step 1 ~ if staff observe children not following program rules & expectations; a **verbal** correction is given.

Step 2 ~ if staff need to speak to the child again to reiterate program rules & expectations; a **yellow** warning card will be issued.

Step 3 ~ if the same child's behaviour continues to warrant staff correction; an **orange** card will also be issued.

Step 4 ~ if this child ignores the program rules & expectations for a third time; staff will issue a **red** card.

Severity clause

Any child who:

- ~ threatens or constitutes a danger to the health, safety, or wellbeing of any person
 - ~ commits an act of significant violence against a person, or causes significant damage to, or destruction of property
 - ~ are knowingly involved in the theft of property
 - ~ uses swearing or racial slang.
 - ~ fail to comply with any reasonable and clearly communicated instruction from staff
- >will immediately step this child to RED CARD level.**

*Red card behaviour will be reported to parent and school.

* Consequences for casually booked students will be followed up by the school office.

*Students with Permanent bookings -The student will lose their choice of activities within the program for a calendar week.

Staff will discuss with parents; the best consequence (e.g. No computers or outdoor time)

~ A child who has been issued three red cards within a 3 month period will be suspended from the program for three whole days regardless of one or two bookings on a day (am & pm), and for **each** red card thereafter. If a child reaches 3 suspensions in the course of 12 months, they will be asked to leave the program.

1.

Parents please note:

Suspension of bookings will take effect 48hrs after the incident, and the three days of suspension must be consecutive.

Registrations and renewals cannot be accepted without a parent / guardian signature on the declaration and accompanying behaviour management agreement. Thank you.

5.6 INCLUSION

POLICY

The service will offer an all-encompassing approach to programming, which is inclusive of all children. Consideration will be given to factors such as culture, ethnicity, language, gender, social class and ability.

PROCEDURES

- The children's program will respond to individual needs, interests and requests by providing a range of activities for all children attending OSHC.

- The children's program will offer a balance of activities, ensuring flexibility and providing for child-initiated activities.
- Staff will encourage all children to participate in the range of experiences provided, ensuring gender and racial equity.
- Staff will endeavour to develop children's knowledge, appreciation and respect of cultures and religions other than their own.
- Staff will encourage children to respect and value others.

5.7 ATTENDANCE BY PREP/FOUNDATION CHILDREN

POLICY

OSHC will ensure that all foundation children are able to attend from the commencement of the first week of school.

PROCEDURE

- When making bookings, parents must inform the Coordinator that their child is in foundation and which class they are in.
- Program staff will collect foundation children (during first term) from their class until they are settled in and able to find their way to the OSHC program.
- Foundation children will always be instructed as to which areas they may play in whilst at the OSHC program.

5.8 TOYS FROM HOME

POLICY

Osborne OSHC recognises that children sometimes bring their own toys to school, however children are responsible for these toys whilst at the OSHC Program.

PROCEDURE

- Staff cannot take responsibility for toys brought from home.

5.9 VIDEOS, TELEVISION, COMPUTERS, ELECTRONIC GAMES

POLICY

The program is an extension of home and children's leisure time. The program endeavours to reflect children's interests, therefore activities such as videos, television, computers, and electronic games will be offered in a balanced program of activities.

PROCEDURE

- The amount of time children can participate in the following experiences; television, video and films, computers and electronic games will be limited.
- The staff and children will decide the amount of time the above experiences will be limited to as part of the program development.
- The content of program and games will be appropriate for all the children present and will not contain any physical or verbal violence or ridicule. These activities will be limited to G/Family ratings only.

5.10 HOMEWORK

POLICY

Staff will attempt to provide a quiet, safe area for children to undertake homework tasks.

PROCEDURE

- Time and opportunity will be allocated each session to allow homework to be attempted.
- OSHC will not take responsibility for completion of homework; this is the responsibility of the parent and child.

5.11 CELEBRATIONS AND FESTIVITIES

POLICY

The service acknowledges that celebrations and festivals assist children to learn about other people and cultures.

PROCEDURES

The program will include a range of experiences representing everyday life and celebrations will not focus on one specific festival or aspect of the culture.

- Staff will use the opportunities of holidays and festivals to teach children that not all people approach these times in the same way as others.
- Children are encouraged to celebrate festivities related to their culture or lifestyle with the group.
- Parents will be encouraged to provide ideas and help in selecting materials for the provision of culturally relevant experiences within the program.
 - Birthdays are celebrated with a song and fairy bread if a child is attending on their birthday.

5.12 EVALUATION

POLICY

The service believes continual assessment and evaluation of the OSHC by the committee, parents, staff and children is integral part of program planning.

PROCEDURE

- Children and parents will be surveyed regularly to ensure the program offered reflects their needs and interests.
- A variety of survey techniques will be used with children, which may include informal discussion, pre-registration surveys, suggestion box, younger children drawing what they like in the program, written surveys, and children's interest checklist.
- Parents and staff will work collaboratively towards continuous improvement via OSHC evaluation including suggestion boxes, parent surveys, informal discussion, and formal discussion at parent and committee meetings.
- Staff will regularly evaluate activities, the program, excursions and incursions informally and at staff meetings.

5.13 NUTRITION, FOOD AND BEVERAGES, DIETARY REQUIREMENTS.

POLICY

The service will provide nutritious, balanced snacks for children reflecting the majority of children's tastes, religious, cultural and health concerns. This would also reflect in the standard of care used in preparation, whereby all staff involved in the handling and preparation of food would have the minimum qualification of Certificate II in Food Safety Handling (or its equivalent).

PROCEDURE

- Nutritious breakfasts and snacks will be supplied for all children attending before and after school care.
- All children will be offered a variety of food and will be encouraged to eat and drink.

- Staff will encourage children to be seated while eating and drinking.
- Staff will be aware of the individual dietary needs of the group. They are also aware of the foods, which can cause a child's allergic reaction, allergy free food and the medical procedure and plan for dealing with an allergic reaction.

NB: As increasing numbers of children are diagnosed with food allergies and dietary intolerances. It is becoming more difficult to cater for so many varying needs therefore;

If your child is unable to eat food we supply, we ask that for **AFTER school care** you supply OSHC or place something extra in their lunchbox. The child needs to ask staff for permission to get this from their lunchbox and bring inside to be eaten. Staff will ask the child and look at what food it is that the child has brought in as we **DO NOT** encourage food that contains NUTS due to life threatening allergies of other children. Depending on the number of children present staff have the right to **DECLINE** a child from eating foods with NUT content, as the area **MUST** be cleaned after consumption.

If your child is unable to eat food we supply we ask that for **BEFORE school care** you supply suitable food. In manageable portions and that difficulty of preparation is kept to a minimum for staff.

Rice cakes are always available. Staff cannot serve caffeine to children.

- The service will maintain a clean and hygienic area for food preparation, which meets National Standards for OSHC.
- Children will be encouraged to cook, serve and clean up as part of the program activities.
- Children will be supervised if cooking.
- All staff and children will wash or sanitize their hands prior to any food handling.

5.14 RESOURCES AND EQUIPMENT

POLICY

The OSHC believes that children should have access to a range of equipment, which is developmentally appropriate, safe and well maintained.

A range of equipment will be provided to allow for a balanced program meeting the developmental, recreation needs and interests of all children.

PROCEDURES

- The Coordinator will seek approval for the purchase of equipment and resources from the Committee of Management.
- All equipment purchased or donated to the OSHC will meet Australian Safety Standards.
- An inventory of valuable equipment will be kept.
- Staff will check equipment regularly to ensure it is clean, complete and safe. Any equipment not meeting this standard will be removed from use and reported to the Committee of Management.
- Equipment and resources will be stored in a safe and secure place.
- Staff will instruct children in the proper use of equipment and resources.

5.15 FACILITIES AVAILABLE

POLICY

The OSHC Committee of Management will ensure that there are suitable and appropriate areas available to the OSHC service in relation to the number of children funded in the program. The indoor facilities will be monitored regularly to keep children in a comfortable environment with regard to heating, cooling, ventilation, natural light and acclimatisation to indoor/outdoor movement.

PROCEDURE

- The following areas are available to the OSHC:
 - All outside areas with supervision.
 - The school buildings as required.

5.16 ENVIRONMENTAL AWARENESS & SUSTAINABLE PRACTICES.

POLICY

The program aims to embed sustainable practices and environmental awareness into all facets of the program. The program will ensure staff and students gain life-long environmental awareness and responsibility.

PROCEDURES

- Staff will support children's environmental awareness through everyday experiences and specific activities or excursions/incursions.
- Staff will endeavour to use both formal and informal opportunities to educate children about caring for the environment.
- Sustainable practice is built in to the routines of the program.
- Staff will use recyclable materials at all available opportunities.
- When considering purchases for the service, staff will purchase environmental friendly products where possible.
- The staff and children will keep the area clean of all rubbish, and will dispose of all items in an environmentally appropriate manner.

6 FEES

POLICY STATEMENT

The service operates on a non-profit basis. Any surplus will be expended on equipment and resources for the children's program, minor upgrades and improvements as specified by the Committee of Management. The Committee of Management prior to the commencement of the school year will set fees annually. Fees are set to cover the cost of the programs and to meet the projected budget for the OSHC service. They are subject to change.

DEFINITIONS

Permanent Booked Care:	Regular bookings used each week, have a pattern or are booked a term at a time.
Booked Care:	Any booking for care made in advance.
Casual Care:	Care used on a daily basis (not a regular booking).

POLICY

The service aims to provide a quality program, which is accessible and affordable to families. The service will inform parents/guardians of any benefit for which they are eligible.

PROCEDURE

- The Committee of Management, when establishing the budget parameters, will set fees on an annual basis.
- All families are required to pay fees for the care of their children.
Permanent and Booked Care
- Families will be charged fees fortnightly in advance with an invoice issued for the following two weeks.
Casual / Emergency Care
- Invoices will be issued at casual rate.
- A fee schedule is attached as Appendix 1

6.1 CANCELLATION OF CARE

POLICY

Families are required to notify the service of any changes to booking arrangements.

PROCEDURE

- Families are asked to give notice as soon as reasonably possible for bookings and/or cancellations of full time booked care, or change of bookings.

- Families who do not notify the program of intention to cancel will be marked as absent and charged the full session fee.

6.2 HANDLING OF MONEY

POLICY

The Coordinator or their designated representatives are the only person/s who will accept cash from families for payment. Other staff may assist with EFTPOS payments (e.g. the parent room leader).

PROCEDURE

- Payments will be accepted through the following methods:
- Cash (correct money as no change is kept on premises). Cash payments (if not made directly to Coordinator) must be placed in an envelope marked with the child's name, date of payment and amount enclosed.
- EFTPOS
- Cheques: made payable to; OSBORNE PRIMARY SCHOOL.

6.3 RECEIPTING

POLICY

All families will be offered a signed and dated receipt.

PROCEDURE

- All Payments will be acknowledged as soon as possible if not immediately with a receipt which is signed and dated.
- Receipts will be in line with the requirements of the OSHC Handbook.

6.4 LATE PAYMENT/ NON PAYMENT OF FEES

POLICY

All fees for care must be paid by the due date. OSHC reserves the right to utilize the services of a debt collection agency to redeem any unpaid fees.

PROCEDURE

- The Coordinator will issue a reminder notice when fees due (or part thereof) become overdue.
- Accounts falling more than 3 weeks in arrears (who have not contacted the OSHC service or made alternative payment arrangements) will receive a phone call from Senior Staff suspending the child/ren's booking until full payment is made. All future payments must be made in advance for bookings to be reinstated.
- For further financial information and support contact the school office.

6.5 DISHONOURED CHEQUES

POLICY

Osborne OSHC is unable to carry fees and charges for dishonoured cheques.

PROCEDURE

- Any cost incurred to the service due to dishonoured cheques will be charged to the parent the following week.

6.6 CHILDCARE FUNDING – CCB, CCR or CCS

POLICY

All families will be notified by the service of the availability of Child Care funding by the service. The Commonwealth Government will notify families about the responsibilities in accepting this funding.

PROCEDURE

- At registration, families will be provided with information to apply for funding.
- The service will display up to date information regarding funding on the parent notice board.
- The service's "Service Provide Number" will be displayed in a prominent position.
- Families will be informed of their responsibilities in terms of access to funding.
This includes:
 - Applying for funding (application for within seven days of commencing care is advisable).
 - Paying their portion of the fee by the end of each claim period.
 - Signing attendance records daily, stating time in and out.
 - Parents also need to inform the service if the registered child also attends any other Before, After or Vacation Care, as each child is only entitled to 42 allowable absence days across all OSHC services attended. The service no longer needs to get parents to sign for allowable absences if the OSHC has other procedures in place to notify parents. Parents will be informed when an allowable absence is being claimed on their behalf. (If OSHC charges for allowable absences it will show this through our computerised account system).
- Advising the service if they have other children in a Commonwealth OSHC service such as Family Day Care, Long Day Care or any other childcare.
- Special Child Care Benefit may be available to families experiencing major difficulties - contact DHS.

6.7 ATTENDANCES

POLICY

The OSHC is available to children; if ratios allow, and places exist, whose parents have not arrived to collect their children from school after (3.45pm) to protect their safety and well being (school administration decides this EMERGENCY CARE and parents will be charged at a casual rate).

PROCEDURE

- All families are encouraged to register and book their child/ren if they are expecting to need care.
- Appropriate information regarding the emergency care will be passed onto the Coordinator by the Committee of Management/ School Office.
- Children remaining in the school grounds after 3:45 may be taken to OSHC by school staff, if contact with the parents isn't possible, or has been made and they will be delayed.
- Families will be contacted to inform them of the children's attendance at the OSHC service.
- Families will be charged a casual session fee for the child's attendance.

6.8 ALLOWABLE ABSENCES

POLICY

The OSHC will comply with the requirements of the funding guidelines as outlined in the Child Care Service Handbook for allowable absences.

PROCEDURE

- Families will be informed of their responsibilities in regard to absences from care.
- The OSHC will complete the following administrative tasks to meet this guideline:
 - Advise Parents when an allowable absence is being claimed.
 - Obtain documentation to support absence over the 42 allowable days

6.9 ACTIVITIES AND EXCURSIONS

Excursions are NOT generally offered, as many parents arrive for collection of their child at different times. A broad range of age appropriate activities are offered onsite or within the school grounds.

6.10 LATE PICK UP FEES

POLICY

A late fee will be charged, per child, for children remaining in care after the advertised closing time.

PROCEDURE

- Fees for late pick-ups of children are set out in Appendix 1 of this document.
- Payment of this fee will be required when the next account is presented.

7 STAFFING

POLICY STATEMENT

Through agreements, sponsors are responsible to maintain National Standards and State and Commonwealth legislation. Job descriptions ensure committees of management and educators are clear about their duties; accountability and standard of performance, allowing for the maintenance of appropriate standards, and the code of conduct/ethics that is found in the staff manual.

There is a general acceptance within the childcare industry of the principle that quality care is dependent on relevant staff training. The need for qualified staff is based on recognition of the fact that the care of children requires specialist knowledge and skills. The National Quality Framework (NQF) and the Educational and Care Services National Regulations 2011 states in Regulation 118 that “the approved provider of an educational and care service must designate, in writing, a suitably qualified and experienced educator, Coordinator or other individual to lead the development and implementation of educational programs in the service”.

7.1 CONTRACT / LETTER OF APPOINTMENT

POLICY

All staff will be provided with a contract or a letter of appointment outlining their conditions of employment. This will be reviewed on a regular basis.

PROCEDURE

The contract will include:

- Staff hours (clarification of contact and non contact hours).
- Employment classification i.e. Part time, casual, or temporary.
- Award entitlements and conditions.
- Contract period.
- Termination/ redundancy process.
- Staff appraisal arrangements.

7.2 POSITION DESCRIPTIONS

POLICY

All educators will have a position description, which accurately reflects their duties, accountability and standard of performance.

PROCEDURES

Job descriptions will be accurate, outlining in detail:

- Position Aim and Objective
- Key responsibilities / duties

- Qualifications/ experience
- Professional development
- Accountability
- Performance measurements/appraisal.
- Those applicants requiring regular medication will need a medical certificate confirming the applicants' ability to care for children.

7.3 QUALIFICATIONS

POLICY

The OSHC Staff will have appropriate qualifications as outlined in the Regulations for Children's Services.

PROCEDURES

Management will ensure:

- Qualifications will be reflected in the job descriptions.
- Guidelines for implementation (Regulations for Children's Services) will be followed.

7.4 STAFF: CHILD RATIOS

POLICY

Management will ensure Staff: child ratios are in accordance with the Education and care Services National Regulations 2011 for OSHC Services. (Part 4.4 Staffing arrangements)

PROCEDURES

- Management will ensure the following staff - child ratios are maintained:
- A maximum of 15 children to one staff member.
- That a minimum of 2 staff are employed at all times (one qualified or exempt, due to undergoing study).
- Management will also ensure that at least one staff member on the premises will be trained in first aid, asthma and anaphylaxis management.

7.5 TRAINING / PERSONAL DEVELOPMENT

POLICY

The Committee of Management will ensure that all child care employees are offered training appropriate to their position, to increase work satisfaction and provide effective care.

PROCEDURES

- The Committee of Management will ensure finance is available for relevant and approved training in the budget.
- The Committee of Management will outline guidelines for acceptable training i.e. first aid, child care, safety equipment training, asthma management training.
- The Committee of Management will pass on all relevant training information to the staff.
- The staff member will seek approval from the Committee of Management to attend any training.
- An evaluation of the training will be recorded.

7.6 STAFF APPRAISAL

POLICY

The school conducts staff appraisals on behalf of the committee of management to ensure obligations to the staff and staff obligations to the service are properly met.

PROCEDURES

- The Committee of Management will ensure all relevant information is available i.e. award and job description.
- The Committee of Management will ensure that all relevant qualifications are current and renewed when needed.

- In the case of permanent staff, the committee of management will, at the end of contract, consider the staff member's standard of work in order to decide whether the employee is still suitable for the best interests of the program.
- Permanent staff are required to re-apply for their positions at the end of contract as the department is required to re-advertise the position. Outside applicants will be considered.

7.7 RECRUITMENT

POLICY

The Committee of Management will provide appropriate staff as per the Education and Care Services National Regulations 2011.

PROCEDURES

- Staff will be suitably qualified and/or experienced and meet the requirements set out in the position description and duty statement.
- References to support the applicant's work application will be checked.
- The committee will also request proof of identification.
- Prospective staff will require a Working with Children Check (WWCC).
- Those applicants on regular medication will require a medical certificate confirming the applicant's ability to care for children.
- For insurance and Work Cover purposes, medical documentation indicating staff are physically able to perform their duties, is required.

7.8 INDUCTION

POLICY

The Coordinator will provide work information for all new staff members contained in the staff information folder.

PROCEDURES

- A documented account of normal procedures will be provided to all staff members (staff handbook).
- Time will be set aside to allow new staff to familiarise themselves with the venue and OSHC.
- New staff members are trained on the job and will be assigned a senior staff member to shadow for one week in all areas of the service.

7.9 COMPLAINTS / ISSUES RESOLUTION

POLICY

The Committee of Management will acknowledge record and address staff complaints.

PROCEDURES

- The Committee of Management will ensure that the staff are aware of and practice complaint protocols.
- The Committee of Management will respond to the complaint by recording details and resolving the issue.
- If the Committee of Management is unable to resolve the issue then it needs to be addressed with the sponsoring body.

References:

- National Quality Framework (2011)
- Education and Care Services Regulations 2011
- Employment Award.
- Victorian Department of Education and Early Childhood Development. (DET).
- Occupational Health and Safety Act.
- Department of Education, Employment and Workplace Relations. (DEEWR).

7.10 DISCIPLINARY PROCEDURES

POLICY

A documented disciplinary procedure will be available to all staff and follows the appropriate award procedures for disciplinary action.

PROCEDURES

The Committee of Management will have an up to date copy of the award and will document all the steps of the grievance procedure as they occur.

7.11 STUDENTS / UNDER 18

POLICY

Students in appropriate fields of study will be accepted to undertake their placement in the OSHC.

PROCEDURES

- The Committee of Management will complete all necessary paperwork i.e. insurance, work cover, etc.
- Management will ensure that students at the OSHC are:
 - Under the direction of supervisors and/or qualified staff.
 - In excess of staff - child ratio
 - Never left in charge.
 - Not permitted to give advice to parents.
 - Not allowed to be left unsupervised.
 - Not allowed to replace staff.
- The Coordinator will give students a comprehensive orientation of the program.
- The Coordinator will complete any course documentation required.
- A person who is under the age of 18 will be supervised by another staff member who has attained the age of 18.

7.12 VOLUNTEERS

POLICY

Volunteers will be permitted to assist with staff: child ratios on excursions or to enhance program activities.

PROCEDURES

- The service may use voluntary staff to assist in the Programs, but volunteers cannot relieve or replace paid staff.
- The OSHC Coordinator or acting Coordinator will give volunteers an orientation of the Programs.

7.13 STAFF UNIFORM

POLICY

It is a requirement that all staff, involved in the OSHC Program wear an identifiable shirt/windcheater (supplied by OSHC) at all times when on duty. It is the employee's responsibility to keep this clothing clean, neat and presentable. As jackets are also supplied, it is appropriate to wear these, as opposed to "non-matching" garments. These tops will be returned to the OSHC Program at cessation of employment.

PROCEDURES

- OSHC Coordinator will ensure that all staff are supplied with correct uniform at commencement of employment.
- OSHC Coordinator will ensure that all staff wear correct uniform when working on the program.
- OSHC Coordinator will ensure that all uniform articles are returned to the program at cessation of employment.

7.14 DETERMINING THE RESPONSIBLE PERSON PRESENT

Policy

To ensure the wellbeing and safety of children who attend the Outside School Hours Care program.

- The Responsible Person is placed in day to day charge of the service in accordance with the National Regulations. Generally the responsible person at a service will be the nominated supervisor.
- Certified supervisors could agree to be Responsible Person when the Nominated Supervisor is not on duty, to ensure that during all operating hours there is a Responsible Person present at the service.
- The Responsible Person, although in charge of the service, does not take on the responsibilities of the Nominated Supervisor. The Nominated Supervisor has overall charge of the service and ensures that there is consistency and continuity in practice.

Related policies

- 3.1 Management of the out of school hours child care
- 3.12 Acceptance and refusal of authorisations
- 7.3 Qualifications
- 7.7 Recruitment

National Regulations

168	Education and care service must have policies and procedures
173	Prescribed information to be displayed
238a	Prescribed classes of persons for grant of supervisor certificate.

Related requirements

161	Medication record
162	Administration of medication
164	Exception to authorisation requirement – anaphylaxis or asthma emergency
177(n)	A record of certified supervisors placed in day to day charge of the education and care service.

Procedures

- A Responsible Person will be on the premises at all times, and details of the Responsible Person at any time will be clearly displayed for educators, staff and families.
- The process for determining the Responsible Person will be clear to all educators and staff, and followed at all times.
- Details of the person responsible are documented and displayed for all users of the service.
- There must be a Responsible Person in charge of the service and physically present at all times.

The responsible person can be:

The Approved Provider – The Principal of the school who is responsible for the management and control of the service.

The Nominated Supervisor – The Coordinator who has a Supervisor's Certificate.

A Certified Supervisor – an Educator with a Supervisor's Certificate, who has been placed in day-to-day charge of the service.

The Approved Provider will:

Ensure the Nominated Supervisor and the Certified Supervisors have a clear understanding of the role of the responsible person.

Ensure that the responsible person is appropriately skilled and qualified.

Ensure a responsible person is physically present at the school at all times when the OSHC is operating.

The Nominated Supervisor or delegated authority will:

Arrange for the keeping of a 'responsible person record' (Daily communication). The name of the responsible person will be displayed in the foyer of the service.

A Supervisor certificate issued to the service allows for a class of person rather than an individual to act as the certified supervisor. This means the service can decide who the supervisors are without needing separate approval from the department (or paying a fee).

A nominated supervisor can also nominate a person as a certified supervisor.

This service will consider a person's qualifications, years of experience, duties and responsibilities when selecting certified supervisors. If selected the person must accept in writing (signed & dated).

They are then a certified supervisor and may be a responsible person if they are placed in day to day charge of the service).

8 HEALTH, SAFETY AND RISK MANAGEMENT.

POLICY STATEMENT

The Health and Safety of the children, staff and families of the Child-care are paramount. The School Council will ensure that the Health and Safety needs of all concerned are met.

Health and Safety incorporates a number of areas from the administration of Medication and the implementation of a Sunsmart policy to the procedure for the non-collection of children.

8.1 MEDICATION

POLICY

All Medication will be administered in accordance with the Education and Care Services Regulations for OSHC (2011).

In order to ensure that the interests of staff, children and parents/guardians/approved persons are not compromised, medication will only be administered with explicit permission from parent/guardian/approved person or in the case of an emergency, with permission of a medical practitioner.

PROCEDURE

These procedures follow guidelines for implementation as per the Education and Care Services (2011).

- Medication includes all prescription and over the counter drugs.
- Authorisation, in writing, from a parent /guardian/ approved person will include the child's name, the name of the medication, the dosage and times and or circumstances of administration.
- Where children require medication regularly, approval, in writing, from parents/ guardians/ approved persons will be updated on a regular basis.
- Notification, in writing, will be obtained from parents/ guardians /approved nominees where a child self administers medication.
- All personal medication including asthma pumps will be stored to ensure against access by other children.
- Medication will only be accepted if the medication is clearly marked with the children's name, contained in the original container and kept in appropriate storage.
- Written consent will be kept on the child's individual file. These files will be locked away and kept confidential.
- In an emergency, if the parent /guardian/approved nominee is unable to be contacted the staff will contact the family doctor first and then a registered medical practitioner. Evidence of this permission from the doctor will be kept on file.
- Two staff will be present and both will check the dosage when medication is administered and both will sign the medication register to acknowledge the medication has been administered correctly. In a single staff model program, staff themselves are solely responsible for the administration of medication and therefore need to thoroughly double check the details given by the parent and sign the appropriate records.

8.2 ILLNESS / EXCLUSION OF SICK AND /OR CONTAGIOUS CHILDREN AND ADULTS

POLICY

Osborne Primary Schools' OSHC seeks to contain and prevent the spread of infectious disease. Children's health will be monitored. A child who expresses feelings of illness will be investigated.

PROCEDURES

As per the Blue Book: Guideline for the control of infectious diseases.

- Staff will tend to the concerns of a child who is feeling unwell.
- When a child becomes ill, the parent/guardian or approved nominee will be contacted to make arrangements to have the child collected as soon as possible.
- The staff will make the child as comfortable as possible while they are waiting for the parent.
- Staff will endeavour to keep an ill child away from other children in the centre. The child may be removed from the main room, while still in sight of staff.
- Parents are reminded that they should inform the school and service if a doctor has diagnosed a contagious disease or illness, contracted by them or their child/ren.

8.3 CONTROLLING THE SPREAD OF INFECTIOUS DISEASES & COMMON CONDITIONS

POLICY

Children in children's services centres are particularly at risk of developing communicable diseases due to factors such as; close contact with other children and lack of previous exposure to common infections.

Our policy for infectious diseases is to follow the exclusion period, according to schedule 7 of the Health Regulations 2009, which outlines the exclusion practices for children and contacts who have an infectious disease or who have been exposed to an infectious disease. The committee will ensure that the policy is practiced.

PROCEDURE

As per the Blue Book: Guidelines for the control of infectious diseases and the National Immunisation Program Schedule (valid from 1 July 2007)

- The service will practice correct hygiene and follow requirements from State and Commonwealth legislation.
- In conjunction with the school, the service will ensure that parents/ guardians/ approved persons will be notified of any infectious diseases present at the venue or school.
- The Committee of Management will ensure the service has access to current information pertaining to infectious diseases provided by relevant authorities.
- Children will be excluded from the OSHC in accordance with appropriate legislation.

8.4 HEAD LICE

Policy:

Staff will not physically inspect children for head lice though if there has been an observation of symptoms (e.g. excessive itching/scratching, live lice or multiple eggs), parents and /or guardians will be informed. Children are able to return to the service after treatment has commenced.

Procedure:

Children attending the morning program will be referred to the school's first aid officer and parents of children attending the afternoon session will be informed via a letter on collection. All children with long hair will be encouraged to tie their hair back.

8.5 CLEANING AND DISINFECTING - MANAGING SPILLS; BLOOD and BODY FLUIDS / SUBSTANCES

As per the **Blue Book: Guideline for the control of infectious diseases.**

Staff are to follow these basic principles when a spill of sputum, vomit, faeces, urine, blood or other bodily fluid occurs. Any such spill must be cleared BEFORE the area is cleaned. Standard equipment to be made accessible for all staff will include; a mop, bucket and cleaning agents, stored in a known area. Protective equipment such as

rubber gloves should be worn by staff. Hands should be washed and dried after cleaning.

Where a spill occurs on carpet, shampoo as soon as possible and/or steam clean.

Spot or small spills are to be wiped immediately with paper towel, then cleaned with warm water and detergent, followed by rinsing and drying the area. Large spills would be managed by collecting up the contents of the spill using paper towel (the soiled paper towel must be bagged and sealed for disposal). The area of the spill should be thoroughly washed with copious amounts of warm water and detergent and the area of the spill should then be sanitised using diluted bleach (sodium hypochlorite).

8.6 HAND WASHING PROCEDURE

As per the **Blue Book: Guideline for the control of infectious diseases and staying healthy in child care. – Preventing infectious disease.**

Wash and dry hands after touching blood, body fluids, secretions, excretions, contaminated items (including handling garbage), after wearing gloves, after going to the toilet, after playing outside, before giving medication, after wiping nose, on arrival to the centre, before preparing food and before eating.

Use plain liquid soap and running water or a 70% alcohol based chlorhexidine hand rub if water is not available. Wash hands thoroughly while slowly counting to ten. Rinse hands while slowly counting to ten. Turn off the tap with paper towel. Dry hands well with new paper towel.

*Washing and rinsing your hands should take about as long as singing "Happy Birthday" twice.

8.7 IMMUNISATION

Certificates of immunisation are required on enrolment to school and registration with the OSHC service (or approved exemption), as per the National Immunisation Program schedule (valid from 1 July 2007). To assist Osborne Primary School in managing health risks for children – this information may also be passed to the department of Human Services.

In the case of a reported communicable disease; the centre will display signage informing parents in general, direct contact will be made to any parents of students who are conscientious objectors, and it will adhere to the exclusion period for the specific disease, for the individual students, including contacts if applicable.

8.8 SUNSMART POLICY

POLICY

Staff will observe strict health, hygiene and sun protection practices in accordance with relevant government guidelines to minimise risks to children.

PROCEDURE

- Relevant information regarding correct health and hygiene practices will be made available to the staff.
- Staff will encourage the children to observe correct practices for Health, Hygiene and Sun Care.
- All children are required, staff and visitors are encouraged, to wear a suitable hat and apply sunscreen (factor 30 or greater) before they go outdoors between 9:30 am and 4.30 pm from the 1st of September until 30th April each year.

A suitable hat means legionnaire, bucket or broad brimmed style that shades the face, ears and neck. Other clothing should provide adequate protection from the sun – sleeves are recommended. “Suitable” hats will be available for sale from the school.

- Staff will adhere to these practices to set an example for children such as wearing hats when outdoors in summer.
- Sunscreen (factor 30 or more) will be provided by the program, although children are encouraged to provide their own. Staff will observe hygiene procedures when applying sunscreen to children.
- The School Council will work to ensure that there is adequate shade in the playground and to provide additional shade if applicable.

This policy has been designed in conjunction with the School SunSmart Policy.

8.9 INCIDENT, INJURY, TRAUMA AND ILLNESS

POLICY

Every attempt will be made to ensure the sound management of the injury to ensure containment of the situation. Parents will be informed immediately if medical aid or hospitalisation is required and the coordinator will complete all required paperwork. If required an investigation of the cause will be completed. The child’s well-being is of prime concern and should be dealt with immediately to ensure the best outcome for the child. From the accident, it is vital that sound accident prevention strategies are developed, monitored and practiced by staff. These strategies are designed to provide for a safe and healthy environment for staff, children and parents and thereby reduce the incidence of an accident occurring.

PROCEDURES - MINOR ACCIDENT

- Children will be in sight of a staff member at all times to ensure prompt attention.
- Staff will administer basic first aid and complete an accident report that will be signed by the staff member and the parent. The report will be shown to the coordinator and put in the first aid file.

PROCEDURES - MAJOR ACCIDENT

- Children will be in sight of a staff member at all times to ensure prompt attention
- Staff will administer first aid and a co- worker will call for an ambulance.
- Co- worker will notify the coordinator giving details of the emergency.
- Coordinator will contact the parents and Principal of Osborne Primary School.
- Co-worker will take other children to another part of the building.
- The initial accident report will be completed and forwarded to the Committee of Management within 24 hours.

In a single staff model program staff they are solely responsible.

Therefore the following procedures would apply:

- The mobile phone must be carried and charged at all times.
- In the event of a major accident the Coordinator would not leave the child.
- From the injury scene the Coordinator would phone for an ambulance – 000.
- The principal’s number should be programmed into the phone so he/she could be contacted and he/she would arrange for another adult to be sent to the scene.
- Children should be shown where all emergency records are kept. This would be done as part of emergency training with the children at the commencement of each term.
- The eldest child would be sent to get the emergency information so the parent could be contacted.
- If this was not possible then the Coordinator remains with the child until the ambulance arrives.
- Once the ambulance arrives the Coordinator would contact the parent of the injured child.
- Once emergency treatment commences, the Coordinator would remove the remaining children from the scene.

PROCEDURES - DEATH

- Children will be in sight of a staff member at all times to ensure prompt attention.
- Staff will administer first aid and a co-worker will call for an ambulance.
- Co-worker will notify the Coordinator giving details of the emergency.
- Coordinator will contact the principal (as the most senior person).
- Co-worker will take other children to another part of the building.
- Ambulance arrives – continues with resuscitation.
- If police need to be involved they will arrive and question child-care staff.
- Documentation- staff members need to document clearly and specifically all details of the emergency in the child accident report.
- In the event of a child's death, a full report must be lodged with the State Government Director General. Staff must have all supporting documentation to concur with the report and prove all precautions had been taken.

RESPONSIBILITIES

Committee of Management: The committee will sight all accident reports and ensure that preventative strategies are developed and maintained.

Coordinator: The Coordinator will ensure all preventative strategies are put in place and that reporting of an accident or hazard is properly documented. In most cases the Coordinator will record the incident details, carry out an investigation and follow through on any recommendations arising from the investigation.

Support staff: Support staff will report all incidents immediately to the Coordinator and provide necessary information to carry out a thorough investigation into the cause.

8.10 WORK COVER CLAIMS

POLICY

Information on staff, i.e. next of kin details etc, should be accessible to all other staff in case of accidents. Immediately when an injury is reported, the staff must ensure that the injured worker is being attended to. It may be necessary to call an ambulance and accompany the staff member to the hospital. The Committee of Management will have to be notified and relief staff organised.

PROCEDURE

The injured staff member is to be interviewed and all facts surrounding the injury must be documented. Regardless of the intention to deny or admit a claim, all documentation of a Work Cover claim must be completed within 24 hours of the accident occurring a report received from the injured staff member. Rehabilitation will follow documented Work Cover procedures.

8.11 TRAUMA

POLICY

The Osborne Primary School OSHC Committee of Management understands that death or serious injury at the centre can traumatize staff, children and/or parents and all persons involved in such incidences will be supported to the best of the services ability.

PROCEDURE

Counselling will be made available to the community through appropriate channels.

8.12 ACCIDENT INVESTIGATION

POLICY

The purpose of an investigation is not to lay blame, though at times the facts may indicate where fault may be found.

PROCEDURE

- Learn from the event via careful fact finding.
- Make decisions and take actions to ensure a safer environment.
- Prevent similar accidents from occurring in the future.

- The investigator should be someone who has knowledge of the work and has the ability to communicate with staff.

8.13 EMERGENCY, EVACUATION AND RISK MANAGEMENT PROCEDURES

POLICY

The personal safety and security of children and staff while attending the program is of primary importance. To ensure the safety of children and staff in the case of an emergency, emergency procedures will be known and practiced.

PROCEDURES

- A disaster plan for the service is to be in a place for all to see and follow in times of emergency.
- The service will practice emergency evacuations and procedures on a regular basis (minimum of once per term per session) ensuring all staff and children are familiar with the emergency procedures.
- Procedures are in place to handle harassment and or threats to children by persons known or unknown.
- All emergency equipment is checked for service and have clear instructions for usage displayed i.e. fire extinguishers.
- All emergency exits will remain clear and exit signs will be checked regularly to ensure they are in working order.
- On commencement staff will be made aware of the emergency procedures and where copies of the procedures are kept at all times.
- If an emergency occurs, an evaluation will follow to ensure all procedures were practiced and were adequate for the occasion.
- Formal risk assessments will be scheduled once a term and are documented and archived.

8.14 DELIVERY AND COLLECTION OF CHILDREN

POLICY

The service will follow all regulations in respect to delivery and collection of children and ensure the safety of children not collected from the program by the closing time.

PROCEDURE

Non arrivals in the morning sessions are assumed to be in their parents/guardians care and will be marked absent.

Parents/guardians of non-arrivals in the afternoon session will be contacted and/or the child's whereabouts will be confirmed by school staff.

Permission is to be given to the service in writing or by special verbal agreement from parents/guardians to the coordinator for any early release of children to the school grounds in the morning and/or extracurricular activities in either the morning or afternoon sessions.

- The After School Care Program closes at 6.15p.m. The following procedure will be followed in accordance with regulation 99 (4) of the Education and Care Services National Regulations for children remaining at the program after this time.
- The staff will attempt to contact the parents/ guardians/authorised persons.
- If not contactable, staff will immediately contact the emergency contact numbers on the enrolment form.
- If not contactable, the staff will wait for the parents until 6:30 p.m.
- The principal will be notified of the situation.
- The children will be reassured and made comfortable whilst staff are trying to contact the parent.
- If by 6:45 p.m., the parent/guardian/authorised persons have not been contacted, staff will contact the Department of Human Services and or Police for direction.

8.15 ADMINISTRATION OF FIRST AID

POLICY

In the event of an accident or a child falling ill, first aid equipment and expertise will be available.

PROCEDURE

- A first aid kit will be accessible to the staff and maintained in good order.
- All staff members on duty will hold a current Level Two first aid certificate.
- A first aid kit will be taken on excursions as will all medical information relating to the children and staff.

8.16 SMOKE FREE ENVIRONMENT

POLICY

The child-care program operates in a smoke-free environment as per government directives.

PROCEDURES

- Arrangements will be put in place if a staff member does smoke, to maintain the staff: child ratios, and abide by the above policy.
- The Committee of Management will provide a smoke-free environment.

8.17 BIRDS/ ANIMALS

POLICY

Animals kept on the premises shall be maintained in a clean and healthy condition and will in no way be detrimental to the well being of the children.

PROCEDURES

- Animal enclosures will be cleaned regularly with particular attention given to the safe and correct disposal of animal waste. Animal health will be closely monitored and where necessary, the animal checked by a veterinary surgeon.
- The service will check for any child with allergies that relate to animals and ensure that the needs of the child are paramount.

8.18 TRANSPORT

The Osborne Primary School OSHC does not provide transport to or from the service.

8.19 VENUE AVAILABILITY

POLICY

The personal safety and security of children, staff and parents/guardians/authorised persons while at the service is of primary importance. To ensure this safety, the service will provide a safe and secure environment.

PROCEDURES

- The Service will ensure that the venue, grounds, and all equipment and furnishings used by the Out of School Hours Child-Care are maintained in a safe, clean, hygienic condition and in good repair at all times.
- The Service will ensure that facilities remain vermin free.
- The child-care area will have appropriate heating, ventilation and lighting both indoors and outdoors.
- Set procedures will be in place for trips to the toilet.
- The service will ensure safe designated play areas.
- The code of conduct used will be on display.
- Hazard reports will be available for staff to notify the Committee of Management of any dangerous broken or damaged equipment and/or repairs and hazards at the venue.
- A list of appropriate emergency telephone numbers to contact should there be damage to, or repairs needed at the venue.

- To ensure the venue is secure, a closing routine must be completed when leaving the premises.
- A telephone is accessible to the staff at all times for incoming and outgoing calls.
- Emergency exits are clearly identified.
- Heating and cooling units will be adequately guarded and positioned so as not to threaten the children's safety.
- No access to pools or wading pools will be permitted.
- Fire safety equipment will be accessible to staff at all times.

8.20 CLEANING AND MAINTENANCE

POLICY

The provision of a clean and well-maintained facility is essential in ensuring that parents and children using the program are provided with high quality care.

PROCEDURE

- A list of cleaning duties is maintained by staff.
- Expectations of the cleaning contract are documented
- The indoor and outdoor facilities are to be regularly checked for cleanliness and safety
- Staff are aware of the process to organise and enable routine and emergency maintenance to be carried out.
- All toilets are cleaned regularly.
- Staff will ensure food preparation areas are not used for other purposes.

8.21 STORAGE OF DANGEROUS PRODUCTS

POLICY

The program will provide storage facilities, for indoor and outdoor equipment, which are safe and secure for children.

A lockable facility will be provided for the storage of confidential information, including children's records.

PROCEDURES

- Specific storage will be locked when the service is not operating. Storage areas will be accessible to staff at all times and available to children where appropriate.
- Equipment will be stored in containers, which are easy to access.
- Lockable cabinets, cupboards and filing cabinets will be used for cleaning materials, disinfectants, flammable, poisonous and other dangerous substances, tools, toiletries, first aid equipment, medication and program records.
- A secure container for medications, first aid and records will be taken on excursions.
- Kitchen refuse and garbage will be lidded, cleared and cleaned on a regular basis.
- Hazardous machinery, chemicals and activities which are likely to cause potential danger to children will not to be used or undertaken while the OSHC is in operation.

8.22 FOOD PREPARATION FACILITIES

POLICY

The program will comply with State and Local Authority legislation when it is necessary to handle or store food. Areas used for the preparation and storage of food will be kept free from contamination, and will be prepared and handled hygienically.

PROCEDURES

- Information on correct food preparation procedures will be available to staff.
- Safe, hygienic facilities for the preparation, storage, heating and cooking of food for children, including a sink, refrigerator and hot and cold running water supply will be accessible to staff.
- The above facilities shall be in a room where the program usually runs
- Garbage receptacles will contain a lid and will be emptied and cleaned on a regular basis.

8.23 HEALTH OF STAFF

POLICY

The management body will ensure that staff employed are free from the influence of drugs or alcohol and are fit and proper persons able to care for children.

PROCEDURES

- Staff should inform a Committee of Management member immediately if another staff member is under the influence of drugs or alcohol.
- Committee of Management members should ensure a relief staff is put in place immediately and the offending staff member removed from the presence of children.
- The Committee of Management should then encourage the staff member to seek counselling as per the appropriate policy i.e. Education department, EEO.
- Disciplinary action may be taken if required.
- If a staff member requires regular medication the Committee of Management will require a medical certificate confirming their ability to care for children.
- For insurance and Work Cover purposes medical documentation indicating a staff member is physically able to perform their duties is required.

8.24 INTRUDER

POLICY

Our school welcomes visitors who have a reasonable and constructive reason to be on the school's grounds or premises. Unwanted visitors are those who have no apparent legitimate or educational purpose for visiting the school, or those that visit with anti-social, illegal or destructive intent. We aim to provide a school environment that is devoid of unwanted and unwelcome visitors.

Visitors in out of school hour times are expected to be:

- collecting a child from OSHC,
- people on official OSHC business such as trainers or assessors,
- making constructive use of the school's grounds,
- trades people carrying out previously arranged work or
- hirers of school facilities.

PROCEDURE

Staff are required to direct any unidentified person without a visitors badge to the school office, or to report the unidentified people or vehicles to the Principal.

The school will implement its right to have people charged with trespass if necessary.

Any visitor who breaks the law will be charged with an offence as appropriate.

The school will establish and maintain effective relationships with local police.

Security lighting will be well maintained.

8.25 WATER SAFETY

STATEMENT

This service does not currently run excursions to a swimming facility or to the beach, and does not contain a pool on the premises so therefore a policy is not applicable, however in the future strict staff/child ratios in accordance with current legislation will be adhered to, with creation of a policy and procedure, if such an excursion is planned.

8.26 DEALING WITH MEDICAL CONDITIONS including risk minimisation and communication plans

POLICY

The service will meet all requirements under regulation 90 of the Education and Care Services National Regulations in regard to dealing with medical conditions, in particular; asthma, diabetes and anaphylaxis. The service will have a risk minimisation and communication plan in place for all diagnosed conditions.

National Regulations

90	Medical conditions policy
91	Medical conditions policy to be provided by parents
92	Medication record
93	Administration of medication
94	Exception of authorisation requirement – anaphylaxis or asthma emergency
95	Procedure for administration of medication
96	Self-administration of medication

PROCEDURE

- Parents/guardians are responsible to ensure that their children’s medical management plans are provided to the service on registration or renewal and to update when required.
- Enrolment information is filed confidentially in the OSHC office.
- The service will have a confidential risk minimisation and communication plan for staff.
- Staff will be trained in anaphylaxis and asthma first aid.
- Emergency medication (EpiPen) are to be collected from the school’s first aid cupboard at the end of the school day and stored safely in the OSHC office and then returned to the school’s first aid office after the following morning session.
- The service will avoid using foods that children have a severe allergic reaction to (anaphylaxis).
- Staff will supervise other foodstuffs that children bring into the service.

Medical Conditions Risk Minimisation Plan

Using a child’s Medical Management Plan, the service will develop a Medical Conditions Risk Minimisation Plan in consultation with a child’s parents. The Medical Conditions Risk Minimisation Plan must ensure that any risks are addressed and minimised. The plan must be developed with the child’s parents and medical professionals and these individuals must inform the Medical Conditions Risk Minimisation Plan. To promote consistency and ensure the welfare of all children using the service, we will follow all health, hygiene and safe food policies and procedures.

Anaphylaxis

Any allergens that may be present at the service will be communicated to parents and addressed through the Medical Conditions Risk Minimisation Plan.

- However, steps should be taken to prevent anaphylaxis occurring as outlined below:
- Upon enrolment, seek medical information from parents about any known allergies. Ask parents for supporting documentation as well as a Medical Management Plan. This Medical Management Plan should include a photo of the child, what triggers the allergy, first aid needed and contact details of the doctor who has signed the plan. This should be kept on the child’s enrolment file. Furthermore, should the child’s treatment change, families are asked to provide the service with a new Medical Management Plan from their child’s medical practitioner. Documentation will then be updated at the service.
- If displaying personal information about children’s or staff member’s allergies in food preparation or serving areas, do so in accordance with privacy guidelines, such as displaying in an area accessible to staff and not accessible to visitors or other families. Explain to families the need to do so for purpose of safety of the child and obtain parental consent.
- Risk minimisation practices will be carried out to ensure that the service is to the best of our ability providing an environment that will not trigger an anaphylactic reaction in a child. These practices will be documented and reflected upon, with any practice that may be discovered amended to decrease risk. For example, a procedure to ensure that the child is never at the service without their EpiPen or AnaPen or relevant medication.

- The service will display an Australasian Society of Clinical Immunology and Allergy inc (ASCIA) generic poster called Action Plan for Anaphylaxis in a location accessible to staff (e.g. kitchen)
- Ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the service or its programs without the device.
- Develop an ongoing communication plan with the child's parents and with educators at the service to ensure that all relevant parties are updated on the child's treatment, along with any regulatory changes that may change the service's practices in regards to anaphylaxis.
- The service will ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat.
- Routinely, the school will review each child's medication to ensure it hasn't expired.
- The service will use non-food rewards with children. For example, stickers for appropriate behaviour.
- The use of food products in craft, science experiments and cooking classes may need to be changed in order to allow children with allergies to participate.
- Food preparation staff will be instructed on the necessity to prevent cross contamination.
- Parents will be asked not to send food with their children that contain high allergenic elements even if their child does not have an allergy (parent handbook).
- If appropriate, a child with allergies may have to sit at a different table if food is being served that he/she is allergic to. This will always be done in a sensitive manner so that the child with the allergy does not feel excluded.
- Where possible, ensure all children with food allergies only eat food and snacks that have been prepared for them at home.
- Be aware that a child may have a number of food allergies or there may be a number of children with different food allergies, and it may not be possible to have an allergy free policy for all those foods involved. Nut allergy is the most likely to cause severe reaction and should take precedence.
- The service will aim to have all educators (whether or not they have a child diagnosed at risk of anaphylaxis) undertake training in the administration of the adrenaline auto-injection device and cardio- pulmonary resuscitation every 12 months.

Asthma

Asthma is a chronic lung disease that inflames and narrows the airways. While developing the Medical Conditions Risk Minimisation Plan our service will implement procedures where possible to minimise the exposure of susceptible children to the common triggers which can cause an asthma attack. These triggers include:

- Dust and pollution
- Inhaled allergens, for example mould, pollen, pet hair
- Changes in temperature and weather, heating and air conditioning
- Emotional changes including laughing and stress
- Activity and exercise

Risk minimisation practices will be carried out to ensure that the service is to the best of our ability providing an environment that will not trigger an asthmatic reaction. These practices will be documented and reflected upon, and potential risks reduced if possible.

The service will display an Asthma chart called Asthma First Aid in a location accessible by staff (e.g. kitchen)

An asthma attack can become life threatening if not treated properly. If a child is displaying asthma symptoms, our service will:

- Ensure a first aid trained with approved asthma management training educator immediately attends to the child. If the procedures outlined in the child's medical management plan do not alleviate the asthma symptoms,

or the child does not have a medical management plan, the educator will provide appropriate first aid, which may include the steps outlined by Asthma Australia as follows:

Give 4 puffs of blue reliever puffer medication

• Use a spacer (own child's, named, if supplied or single use cardboard spacer)

- Shake puffer
- Put 1 puff into spacer
- Take 4 breaths from spacer
- Repeat until 4 puffs have been taken Shake, 1 puff, 4 breaths

Wait 4 minutes

- If there is no improvement; give 4 more puffs as above
- If there is still no improvement after a further 4 minutes emergency assistance 000 call
- Keep giving 4 puffs every 4 minutes until emergency assistance arrives.

• contact the child's parent or authorised contact where the parent cannot be reached

- The service will ensure that an Emergency Asthma reliever inhaler (Ventolin or Asmol) is in the service's first-aid kit.

Diabetes

To facilitate effective care for a child with diabetes it is necessary to form a partnership between the school and the child's family with responsibilities for both, and the OSHC Program will;

Ensure the family, parent or guardian provides the school with;

Details of the child's health problem, treatment, medications and allergies

- Their doctor's name, address and phone number, and phone number for contact in case of an emergency.
- A Diabetes Care / First Aid Plan following enrolment and prior to the child starting at the school which should include;
- When, how and how often the child is to have finger prick or urinalysis glucose or ketone monitoring
- What meals and snack are required including food contact, amount and timing
- What activities and exercise the child can and cannot do
- Whether the child is able to go on excursions/activities and what provisions are required
- What symptoms and signs to look for that might indicate hypoglycaemia (low blood glucose) or hyperglycaemia (high blood glucose)
- What action to take including emergency contacts for the child's doctor and family or what first aid to give
- Ensure all educators are aware of any child that has diabetes risk minimisation and communication plans must be completed
- In any medical emergency involving a child with diabetes, the educators should immediately dial 000 for an ambulance, notify the family and administer first aid or emergency medical aid according to the child's Diabetes Care/First Aid Plan.
- Ensure the family supplies all necessary glucose monitoring and management equipment.
- Ensure there are educators who are appropriately trained to perform finger-prick glucose or urinalysis monitoring and know what action to take if these are abnormal.
- Ensure that there are appropriate glucose foods or sweetened drinks readily available to treat hypoglycaemia (low blood glucose), e.g. Glucose tablets, glucose jelly beans, fruit juice
If a child has had an episode of hypoglycaemia and needed glucose food or drink, also provide the child

with a slow acting carbohydrate food to help maintain blood glucose levels, e.g. milk, raisin toast, yoghurt, fruit

- Ensure a location in the school for privacy for the child when glucose monitoring occurs.
- Ensure child only has food and drink that are appropriate for the child and are in accordance with the child's Diabetes Care /First Aid Plan.
- Ensure opportunity for the child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Diabetes Care/ First Aid Plan.

8.27 RISK MANAGEMENT/CHILD SAFE ENVIRONMENT.

POLICY

The service will ensure that all aspects of children's safety are protected.

Supervision is a key aspect of ensuring that children's safety is protected in the service environment. Educators need to be alert to and aware of risks and hazards and the potential for accidents and injury throughout the service, not just within their immediate area.

PROCEDURE

The service will conduct emergency evacuation drills once per session type per school term. The service will conduct risk management assessments once per school term.

8.28 TOILETING

POLICY

Toileting is a fundamental human need that for most students is easily managed and occurs seamlessly with education. However toileting for some students is more difficult and requires special considerations.

PROCEDURE

It is our expectation that all mainstream students without disabilities can appropriately toilet themselves before commencing school.

In instances where this is not the case, it is the responsibility of the parents to raise the matter with the school and OSHC service; to determine a management plan that will clearly detail both the school's, OSHC's and the parent's roles and responsibilities in managing the toileting of their child.

Staff members will not be expected to toilet students, or change soiled student's clothes unless there are aides employed in the full knowledge that toileting specific disabled students is a part of the role description for which they applied.

Parents of students who are not disabled but have toileting mishaps will be contacted to arrange the cleaning and changing of their child.

8.29 REST AND SLEEP POLICY

POLICY

Effective rest and sleep strategies are important factors in ensuring a child feels secure and safe in the OSHC environment. The service has a duty of care to ensure that all school aged children are provided with a high level of safety when resting or sleeping while in care. The service defines "rest" as a period of inactivity, solitude, calmness or tranquillity and can include a child being in a state of sleep. This can occur in our setting if a child has been up late the previous night, away at camp or engaged in unusually strenuous activities. All staff understand that this rest and sleep policy and the following procedures are accepted as a high priority. The service does not provide overnight care.

RELATED POLICIES

4.7 Child protection

5.15 Facilities available

8.2 Illness/exclusion of sick and/or contagious children and adults.

8.16 Smoke free environment

8.27 Risk management/child safe environment

9.2 Space requirements

National Regulations

81	Sleep and rest
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PROCEDURE

The service will follow best practice with regard to ensuring each family's individual needs are met and shall be sensitive to different values, parenting beliefs (cultural or otherwise) with regard to their children's rest and sleep. Medical evidence must be given to the service if a child requires any sleep or rest requirements contrary to the recommendations of "Red Nose" (<https://rednose.com.au/section/safe-sleeping>) (formerly SIDS and Kids) which is the national authority on safe rest and sleep recommendations for children.

If a child requests a rest, the designated areas can be a couch, armchair or cushion in a quiet section of the care environment.

Quiet, solitary play experiences are available for children who request a rest or time away from their peers.

The service has a stretcher bed for ill children to lie down comfortably in the office with constant supervision until a parent or authorised guardian can collect the child.

The service will ensure that there will be no hanging cords, mobiles, strings, electrical devices, heaters or hot water bottles in the vicinity of a sleeping child and also check for (and remove if necessary) items around the neck of the sleeping child.

The service will ensure that the rest environments will be well ventilated and are free from cigarette or tobacco smoke.

The rest environment, equipment and materials will be safe from hazards.

Risk assessments and risk minimisation plans include these items and environment.

Staff will monitor resting children at regular intervals.

Sleeping children will be monitored by the service's educators at regular intervals to ensure the face is uncovered and give specific attention to breathing patterns.

8.30 RESPONDING TO A PANDEMIC / COVID 19

POLICY

In the event of a pandemic, the service will undertake every measure possible to ensure the health, safety and wellbeing of the staff, children and families within our care and business. The program will run in accordance with direction from the Department of Education (DET) the Department of Health and Human Services (DHHS). Family Assistance Law will apply with regard to temporary closures and the protocols that apply regarding Child Care Subsidy (CCS).

RELATED POLICIES

8.2 ILLNESS / EXCLUSION OF SICK AND/OR CONTAGIOUS CHILDREN AND ADULTS

8.3 CONTROLLING THE SPREAD OF INFECTIOUS DISEASES AND COMMON CONDITIONS

8.5 CLEANING AND DISINFECTING

8.6 HAND WASHING PROCEDURE

National regulations

85	Incident, injury, trauma and illness policies and procedures.
86	Notification to parents of incident, injury, trauma and illness.
88	Infectious diseases.
109	Toilet and hygiene facilities.
158 (1), (c), (ii)	Attendance and enrolment records.

PROCEDURES

In the event of a pandemic, The Wizard of OSHC may operate under certain circumstances. The service will run according to operations guides issued by the DET.

Staff must keep up to date with all training provided by the DET both in-house, via video conferencing or E-Learning modules such as through EDUPAY.

The following procedures cover many aspects of the program and are not exhaustive of procedures that may be required due to the changing nature of such emergencies.

To respond to a pandemic, it is imperative that the service's staff and families follow all protocols that are communicated by the Victorian Government, DET and/or Osborne Primary School.

The Wizard of OSHC will comply with all directions from authorised public health officers and recognised medical authorities in relation to a pandemic.

Priority care may be given to children that fall under the category of vulnerable. Priority care may also be given to children of essential/permitted workers. The service will endeavour to assist families, staff and children to minimise their exposure to illness.

Any staff or children showing symptoms of any illness must not attend the service.

If a staff member displays illness symptoms whilst in the service, the staff member must leave the premises. If a child shows symptoms, the child must be separated from other individuals until the parents/carers are contacted to pick the child up immediately. The service will follow the guidelines outlined by DHHS, which may include:

- Staff and other adults may be required to wear face masks
- Temperature checks may be in place on arrival or during care and/or in session.
- Personal protective equipment (PPE) and sanitary hand washing facilities shall be made available in the service.
- Social distancing measures (for example 1.5 metres) will be in place between staff members on site and between parents/carers. Parents and carers of children attending the service must adhere to social distancing guidelines.

Staff will following guidelines from DHHS.

Staff shall be informed and be prepared for questions raised about the issues surrounding a pandemic for children, staff and families needing answers for clarification.

CLEANING PROCEDURES

"Hygiene Stations" may be required on the premises for all staff and children to use. This is a kit including hand sanitiser, soap, disinfectant, disposable gloves and other cleaning items as needed. This will be checked and restocked daily.

Additional cleaning (in addition to the service's existing cleaning schedules) and disinfecting of frequent touch points and surfaces, toys, resources, toilets, sinks, door handles, light switches and so forth will be implemented by appointing a member of staff to complete the "Hygienist" schedule for every session.

9 EQUIPMENT AND FACILITIES

POLICY

The program will provide a venue that meets all Children's Services Regulation requirements and that provides children using the Out of School Hours Childcare with a range of age appropriate play and leisure spaces suitable for the full year's climatic conditions.

The service will provide staff with an appropriate workspace that meets the requirements of duties to be undertaken.

9.1 SECURITY

POLICY

The School Council considers the safety of staff and children using the Programs to be paramount.

PROCEDURE

- The staff will have access to a phone at all times. For single model OSHC services, a mobile or cordless phone should be carried by the staff member at all times.
- Two staff will always be on duty together. When the service has one staff member on duty they will carry around a mobile phone for ease of communication.
- Adequate lighting will be provided during the winter months to ensure the safe arrival and departures to and from the program, for parents, children and staff.
- Staff will maintain supervision of all play spaces throughout each session.
- Staff will ensure that children remain in eye contact at all times.
- Staff will ensure that children go to the toilets or for a drink in pairs during outdoor activities.

9.2 SPACE REQUIREMENTS

POLICY

The School Council is committed to complying with the space requirements identified in the National Standards Guidelines. This is essential for ensuring that children can use the space in a way that maximises their enjoyment of activities in a safe manner.

The following space requirements will be provided as a minimum:

- Indoor space - 3.25 square metres of unencumbered (clear) space per child.
(Less if it does not impact on children's well-being, the service's veranda may be claimed once as indoor space.)
- Outdoor space - 7 square metres of useable play space.

PROCEDURE

Consideration should be given to the following factors:

- Indoors- provision of quiet areas, space for arts and crafts, a space for children to do homework, play indoor games, and area for sick children to be cared for under staff supervision.
- Outdoors –spaces for playing a variety of physical and passive games under staff supervision that includes the considerations during summer months.
- Outdoor space and indoor space are located next to each other to maximize staff supervision and communication.
- Child Care facilities will be expanded as the program grows.
- Access to the facility will be guaranteed on all days unless prior notification is received whereby suitable alternative space is made available
- The coordinator and staff to have access to rooms for the set-up of the daily program at least half an hour prior to each session
- An area will be identified for the storage of children's bags and belongings

9.3 STORAGE OF PROGRAM RESOURCES

All the program's facilities need to be stored in a safe and secure manner. Consideration of the following items must be given:

- Administration requirements including children's records
- Children's Games and equipment- large and small items
- First aid equipment
- Cleaning materials as well as other dangerous items.

PROCEDURE

- The following storage areas will be made available to the program: Parents Room cupboards.
- A lockable first aid cabinet is supplied in the office.
- Administration records will be stored in lockable filing cabinets at all times.
- Staff will not take administration records home without the permission of the Principal

9.4 FOOD PREPARATION AREAS

POLICY

The School Council is committed to providing safe and hygienic facilities for the preparation, storage cooking and cooling of children's food.

PROCEDURE

- Facilities provided will ensure staff and children have access to:
 - A sink
 - Refrigerator
 - Hot and cold water
- Storage of food will be provided for in cupboards that are kept clean and vermin free.
- Staff will ensure that children are supervised when cooking or preparing snacks
- Items that could be considered dangerous will be safely stored in cupboards e.g. knives, electrical items.

9.5 OUT OF SCHOOL HOURS CHILD-CARE RESOURCES

POLICY

The program is committed to the provision of a range of resources to meet the recreational and leisure needs of a 5-12 year old age range.

PROCEDURE

- The Coordinator maintains a list of current program resources.
- A suitable amount of money will be made available for the updating and replacement of resources each term.
- In order to maximise the range of equipment available to the program the following school resources are available on a daily basis: sport and art and craft
In addition the following items are also available on a negotiated basis.
computers, televisions, gaming consoles and DVD player.
- Where possible parents and children will be consulted on the purchasing of new equipment to ensure that the items are both appropriate and desirable.

9.6 BUS

The service doesn't provide a bus service.

APPENDIX 1:

Family Registration \$50.00
 ½ Year registration (July or onwards) \$25.00

* Denotes prices where it may be cheaper to claim an absence.

Jan.– June 2021	<u>Reg./ Permanent Booking</u>	<u>Approx. Min. COST Less 85% CCS</u>	<u>Casual Booking</u>	<u>Approx. Min. COST Less 85% CCS</u>	<u>Cancel</u>
HALF AM	\$10.00	\$3.55	\$13.00	\$6.55	\$3.00
BEFORE	\$20.00	\$3.85	\$24.00	\$7.85	\$5.00
AFTER	\$28.00	\$5.40	\$35.00	\$12.40	\$7.50
END TERM	\$35.00	\$6.75	-	-	\$8.00

July.– Dec. 2021	<u>Reg./ Permanent Booking</u>	<u>Approx. Min. COST Less 85% CCS</u>	<u>Casual Booking</u>	<u>Approx. Min. COST Less 85% CCS</u>	<u>Cancel</u>
HALF AM	\$11.00	CCS	\$14.00	CCS	\$3.00
BEFORE	\$22.00	Yet to	\$25.00	Yet to	\$5.00
AFTER	\$30.00	be	\$35.00	be	\$ 7.50
END TERM	\$38.00	determined	-	determined	\$8.00

Late Fee

First 10 minutes or part thereof-\$10.00

First 20 minutes or part thereof - \$20.00

Amounts will increase in \$20.00/10 minutes increments thereafter, per child.

APPENDIX 2

Infectious Diseases Policy is located on the school website at
<http://osborneps.vic.edu.au/policies>

APPENDIX 3



VISION

Professionals who adhere to this Code of Ethics act in the best interests of all children and work collectively to ensure that every child is thriving and learning.

PREAMBLE

Early Childhood Australia recognises that Aboriginal and Torres Strait Islander people have been nurturing and teaching children on this land for thousands of years. The *Code of Ethics* acknowledges Aboriginal and Torres Strait Islander traditional ways of being and caring for children.

This *Code of Ethics* is informed by the principles in the *United Nations Convention on the Rights of the Child* (1991) and the *Declaration on the Rights of Indigenous Peoples* (2007). A *Code of Ethics* is an aspirational framework for reflection about the ethical responsibilities of childhood professionals who work with, or on behalf, of children and their families. In this *Code of Ethics* the protection and wellbeing of children is paramount and therefore speaking out or taking action in the presence of unethical practice is an essential professional responsibility.

Being ethical involves thinking about everyday actions and decision making, either individually or collectively, and responding with respect to all concerned. The *Code of Ethics* recognises that childhood professionals are in a unique position of trust and influence in their relationships with children, families, colleagues and the community, therefore professional accountability is vital.

CORE PRINCIPLES

The core principles in this *Code of Ethics* are based on the fundamental and prized values of the profession. They act to guide decision making in relation to ethical responsibilities. These core principles require a commitment to respect and maintain the rights and dignity of children, families, colleagues and communities.

- Each child has unique interests and strengths and the capacity to contribute to their communities.
- Children are citizens from birth with civil, cultural, linguistic, social and economic rights.
- Effective learning and teaching is characterised by professional decisions that draw on specialised knowledge and multiple perspectives.
- Partnerships with families and communities support shared responsibility for children's learning, development and wellbeing.
- Democratic, fair and inclusive practices promote equity and a strong sense of belonging.
- Respectful, responsive and reciprocal relationships are central to children's education and care.
- Play and leisure are essential for children's learning, development and wellbeing.
- Research, inquiry and practice-based evidence inform quality education and care.



ACKNOWLEDGEMENT

The first *Code of Ethics* for the Australian early childhood profession was developed in 1988; it was widely cited and used for 19 years. The first review of the *Code of Ethics* began in 2003 with the second version launched in 2007. The second review of the *Code of Ethics* began in 2014 with the third (current) version approved by the ECA National Board in February 2016.

ECA is grateful to everyone who has contributed to the development and ongoing review of the *Code of Ethics* including those who have participated in consultation surveys, forums and workshops over the years as well as those who have provided advice and oversight through their service on reference and advisory groups. We would particularly like to acknowledge those engaged in writing each version of the *Code*.



DEFINITIONS OF TERMS IN ECA'S CODE OF ETHICS

A CODE OF ETHICS—defines the core aspirational values of the profession and provides guidance for professional decision making especially when there are conflicting obligations or responsibilities.

CORE PRINCIPLES—fundamental and prized values of the profession.

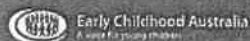
FAMILIES—the people who have significant care responsibilities for and/or kinship relationships with a child.

CHILDHOOD PROFESSIONAL—a person who works with or on behalf of children and families in education and care settings.

COMMUNITIES—a group of people living in the same place or having a particular characteristic in common.

COLLEAGUES—includes employers and those with whom you work directly or more broadly.

STUDENT—a person undertaking study at a secondary or tertiary institution.



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Code of Ethics

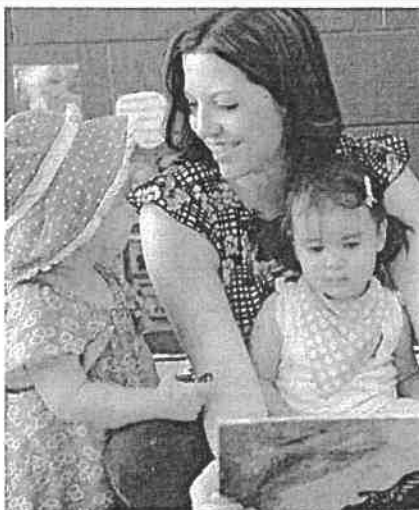


Early Childhood Australia
A voice for young children



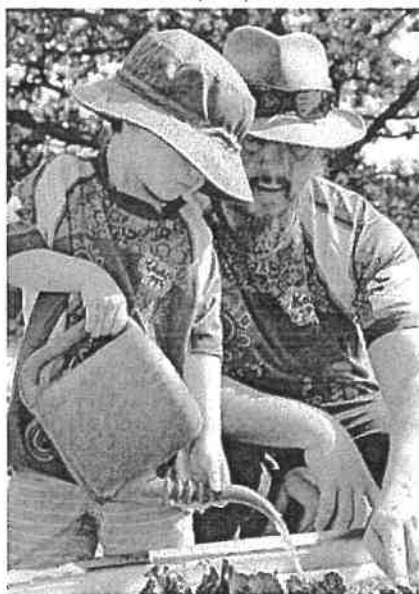
IN RELATION TO CHILDREN, I WILL:

- act in the best interests of all children
- create and maintain safe, healthy, inclusive environments that support children's agency and enhance their learning
- provide a meaningful curriculum to enrich children's learning, balancing child and educator initiated experiences
- understand and be able to explain to others how play and leisure enhance children's learning, development and wellbeing
- ensure childhood is a time for being in the here and now and not solely about preparation for the future
- collaborate with children as global citizens in learning about our shared responsibilities to the environment and humanity
- value the relationship between children and their families and enhance those relationships through my practice
- ensure that children are not discriminated against on the basis of gender, sexuality, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture, or national origin
- negotiate children's participation in research, by taking into account their safety, privacy, levels of fatigue and interest
- respect children as capable learners by including their perspectives in teaching, learning and assessment
- safeguard the security of information and documentation about children, particularly when shared on digital platforms.



IN RELATION TO COLLEAGUES, I WILL:

- encourage others to adopt and act in accordance with this Code, and take action in the presence of unethical behaviours
- build a spirit of collegiality and professionalism through collaborative relationships based on trust, respect and honesty
- acknowledge and support the diverse strengths and experiences of colleagues in order to build shared professional knowledge, understanding and skills
- use constructive processes to address differences of opinion in order to negotiate shared perspectives and actions
- participate in a 'lively culture of professional inquiry' to support continuous improvement
- implement strategies that support and mentor colleagues to make positive contributions to the profession
- maintain ethical relationships in my online interactions



IN RELATION TO FAMILIES, I WILL:

- support families as children's first and most important teacher and respect their right to make decisions about their children
- listen to and learn with families and engage in shared decision making, planning and assessment practices in relation to children's learning, development and wellbeing
- develop respectful relationships based on open communication with the aim of encouraging families' engagement and to build a strong sense of belonging
- learn about, respect and respond to the uniqueness of each family, their circumstances, culture, family structure, customs, language, beliefs and kinship systems
- respect families' right to privacy and maintain confidentiality



IN RELATION TO THE PROFESSION, I WILL:

- base my work on research, theories, content knowledge, practice evidence and my understanding of the children and families with whom I work
- take responsibility for articulating my professional values, knowledge and practice and the positive contribution our profession makes to society
- engage in critical reflection, ongoing professional learning and support research that builds my knowledge and that of the profession
- work within the scope of my professional role and avoid misrepresentation of my professional competence and qualifications
- encourage qualities and practices of ethical leadership within the profession
- model quality practice and provide constructive feedback and assessment for students as aspiring professionals
- mentor new graduates by supporting their induction into the profession
- advocate for my profession and the provision of quality education and care.



IN RELATION TO COMMUNITY AND SOCIETY, I WILL:

- learn about local community contexts and aspirations in order to create responsive programs to enhance children's learning, development and wellbeing
- collaborate with people, services and agencies to develop shared understandings and actions that support children and families
- use research and practice-based evidence to advocate for a society where all children have access to quality education and care
- promote the value of children's contribution as citizens to the development of strong communities
- work to promote increased appreciation of the importance of childhood including how children learn and develop, in order to inform programs and systems of assessment that benefit children
- advocate for the development and implementation of laws and policies that promote the rights and best interests of children and families



APPENDIX 4

COMPUTER/INTERNET use at OSHC

Computer devices are not a regular component of the OSHC program.

Osborne's OSHC service aims to promote education, supporting the school's curriculum by way of encouraging and supporting students with their learning and homework tasks.

OSHC may provide limited access to computer / internet devices. Access may be available to those needing a computer for education based / homework or learning activities.

Content should be limited to "G" rated material, no photos/videos should be taken of students by students, educational games (primary games, reading eggs etc) or research on educational sites are encouraged.

School internet is subject to Department filtering systems, however the nature of the internet, being what it is will never be 100% safe therefore:

In areas where a child is unsure of content, or has concerns, staff are readily available.

All students are reminded of cyber safety issues both by their teacher in class and at OSHC.

The internet agreement for years three to six, also applies to computer use at OSHC.

When using any electronic equipment, such as laptops, ipads etc children should be seated at a table or desk to avoid damage to equipment and facilitate improved supervision.

APPENDIX 5

DET privacy policy is located at

<https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy>

and on the Osborne Primary School website at

<http://osborneps.vic.edu.au/policies/>

APPENDIX 6

Child safe environment policy and Child Safe Reporting obligations policy is located on the Osborne Primary School website at

<http://osborneps.vic.edu.au/policies/>

