The Mount Barker Vacation Care Programme first opened at Willow Close Kindergarten approximately 20 years ago, and then moved to the Family House in Princes Road in 1987. In 1989, After School Care was opened at the Mt Barker South Primary School in the Art Room with 4 children. In 1990, the Programmes amalgamated to become one, which was run from the School.

The first Director of the Vacation Care Programme was Colleen White, and the first Director of After School Care was Caroline Mann. When the programmes amalgamated, Sharon Walliston became Director of the new Service which was officially known as The Mount Barker Out of School Hours Care and Vacation Care Programme. At this time, the Service also offered Before School Care, as well as After School Care and Vacation Care.

In 1993, Vikki Curtis, then Assistant Co-ordinator since 1989, became the new Director of the joint programme. She was ably assisted by Irene Pierce, and supported by an enthusiastic Management Committee, who campaigned tirelessly for better conditions, and for our own building. It was in great part due to the efforts of Valerie Britten that we obtained our building and the permission from Council to use the site.

In the year 2000, we moved into our present location, the Mt Barker Out of School Hours Care building on the South School site. In 2000 when we first moved to this site, we had an average of 12 children per night in After School Care. Before School Care ceased to operate in the previous year due to lack of support. Since our move, our numbers have risen to the present level of 15 children average per night in After School Care, and a maximum of 25 children per day in Vacation Care.
ACCESS TO THE SERVICE POLICY

Access for families and children to the Mount Barker Out of School Hours Care Service will be non-discriminatory. Children's access to safety and care at the service will be ensured, and the custodial rights of parents to access the service will be protected. Other members of the community, professionals and students will be provided access to the service where they can enhance the program's quality, the protection of the welfare and rights of children and educators or the provision of training and experience to people in the children's services field.

Enrolments will be subject to Commonwealth Government Priority of Access Guidelines (in Outside School Hours Care Handbook, DH&FS, (2011)

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)
* Equal Opportunity principles will be observed in relation to access to the service for children, parents and educators. (See Equal Opportunity Policy, Educator Selection Policy)

Enrolments
* Enrolments will be accepted according to the Commonwealth Government 'Priority of Access' Guidelines. An enrolment form must be completed by each family for each child. When a parent is not fluent in English, the enrolment interview will, wherever possible, be conducted in their first language. On enrolment, parents will be given a 'Parent/Guardian Handbook', advised about access to service policies and asked to complete the Enrolment Form.
* If a place is not immediately available at the service, the child may be put on a waiting list. Details about priority of access eligibility, and care requirements will be required. Once on the waiting list, the family is asked to contact the service regularly to confirm they wish to remain on the list. When a place becomes available, the family will be contacted by the director and enrolment may proceed.
* Enrolment forms will be updated annually or when a family's circumstances change, to ensure information is current and correct. Enrolment information will be kept in a confidential file. Access to this information is available only to the Director, educators, committee members, parents and Commonwealth department Officers. It is the responsibility of a parent to notify the Director of any changes to family circumstances.
* The children of committee members/operators and educators may access the service only under the Commonwealth 'Priority of Access Guidelines'.
* Suspension or exclusion of children from the service will occur only after all other avenues of communication and support have been exhausted and when:
- professional advice confirms a child is in psychological danger as a result of an unusually prolonged inability to settle into care, or
- a child puts one or more children at risk through inappropriate/dangerous behaviour (see Behaviour Management policy)
- (see also Health policy for policies relating to infectious disease and immunisation)
- (see also Fees policy, which outlines procedures when fees are not paid).

**Immunisation**

* The service will adhere to Department of Health and Family Services policies on access to Childcare Assistance in relation to immunisation.

**Authorisation for collecting children**

* The names and contact numbers of all people authorised to collect children from the service must be included on the enrolment form. Any changes to these must be advised in writing to the service by the custodial parent/guardian as soon as possible.

* If the custodial parent/guardian or authorised person arranges for an unauthorised person to collect their child from the service, they must contact the service to advise of this arrangement and confirm who will collect the child.

* If the service has not been notified and someone other than the custodial parent/guardian or authorised person arrives to collect the child, the director/coordinator will contact the custodial parent/guardian to get their authorisation. Wherever possible, prior notification in writing should be provided by the parent. The child will not be released until the custodial parent/guardian's authorisation has been obtained. If that authorised person is not known to the service, the custodial parent/guardian will be asked to provide a description of the person concerned, who will also be required to provide proof of their identity.

**Late collection**

* Parents who are unavoidably detained and unable to collect their child at the collection time must telephone the service to advise of their lateness and expected time of arrival. If a parent is unable to collect their child before closing time, they should arrange for another responsible adult to collect the child and advise the service of this arrangement, if other than an authorised person on the enrolment form. This advice should be in writing if at all possible (see also Fees policy).

* If the parent has not contacted the service and the child has not been collected by the closing time, the service will attempt to telephone the parent or, if this
is not possible, telephone the emergency contact people listed on the child's enrolment form to arrange for the child's immediate collection. If no-one can be contacted and the child has not been collected 30 minutes after the service's normal closing time, the police will be contacted and asked to take responsibility for the child. A notice about this will be posted on the service's entrance with the relevant telephone contact numbers.

Family contact
* Educators will communicate with parents in a positive and supportive manner that encourages the parent/child relationship and the parent/Educators relationship: Information about family issues and personal lives will be handled confidentially. Every effort will be made to treat both parents equally.
* Parents will have access to the director at any reasonable time, to discuss any concerns regarding their child. This may be on the spot, or by telephone or by appointment. Educators will not discuss with parents confidential information regarding any other child or family within the service.
* Parents may visit the service at any reasonable time while their child is in care.
* Where a child attending the service is not living with both parents, or where disputes arise or have arisen about the responsibility of the child, the following will apply:
  - Parent responsibility remains with both parents jointly and individually except where it is altered by a Parent Order. In the absence of a Parent Order the child will be released to either parent.
  - A Parent Order may determine where the child will reside (Residence Order), which parent will have contact with the child and how this contact will happen (Contact Order), which parent has maintenance liabilities for the child (Maintenance Order) and which specific aspects of parental responsibility are given to one parent (Specific Issues Order).
  - Where a non-enrolling parent cites a Parent Order giving himself or herself lawful access to the child, the Parent Order needs to be produced for inspection by the director. The enrolling parent will be telephoned, to both check the existence of the Parent Order and to be informed about the situation.

* The child will only be released into the care of the parent with Parental Responsibility.
* In the case of a parent arriving at the service in a visibly intoxicated or otherwise unfit state to drive, to collect a child, the person will be encouraged to contact another adult to drive them and the child home or the service will offer to call a taxi. If the unfit person insists on taking the child, the police may be informed.
* Where human life is at risk, despite Educators efforts, the police will be immediately informed.
Volunteers, students and visitors

* Volunteers may be accepted for work experience where there is evidence of a genuine interest in the work. Potential volunteers will be interviewed by the director or management committee representative to determine their suitability. All volunteers will be given clear guidelines in relation to their responsibilities and code of conduct while at the service. (see departmental AIGs; 1-99 Legal Liability and Management of Volunteers; 1-119 Self Insurance, Insurance and Risk Management-Voluntary Workers; 5-16 Volunteers and the Excursions Policy.)

* The service will offer student placements to:
  - high school students who wish to gain work experience as part of their school program, if the school has initiated the placement and the students are studying early childhood, family or community studies.
  - students attending child care, teacher, recreation, community or early childhood training with a registered training organisation.

* All placements will be negotiated through the director/management committee. Students will be provided with clear guidelines in relation to their responsibilities and conduct while at the service.

* Volunteers and students are supplementary to educators requirements and will not be used to replace absent educators unless they are on the service's payroll as relief educators.

* Visitors may be invited into the service as part of the children's program. They could include: local people with a skill, art or experience from which the children will gain experience or enjoyment; members of the Fire Brigade, Police Department, or a medical or nursing profession.

* All other visitors to the service must make an appointment with the director.

* Any unwelcome visitor/person will be calmly asked to leave the service. Refusal to leave will necessitate the director/coordinator calling the police for their removal. Educators will not at any time try to physically remove an unwelcome person.

* Professional access to the service will be at the discretion of the director or committee. If it involves the children, the parent's written consent will be required. The only exception to this would be for children at risk (see Mandatory Reporting policy)

* Professionals or officials who may require access include:
  - Union representatives; who have the right to access workplaces for the purposes of investigating whether industrial awards or agreements are being complied with. Such rights are usually found in the award or industrial agreement that applies to that workplace
  - Family and Community Services Officers-Children's Protection Act 1993 (SA) Section 19
  - Police Officers - with warrant
  - OHS inspectors - Occupational Health Safety and Welfare Act 1986 (SA) section 38
- Officers of the Department of Education, Training and Employment (DETE)- Licensing and Standards Unit under the Children's Services Act 1985 (SA) Section 29

- Department of Education, Employment and Training (DETE) project officers and district coordinators

- Officers of the Department of Health and Family Services or Centrelink-to inspect service records for Childcare Assistance and Childcare Cash Rebate accountability requirements under the Childcare Payments Bill 1997 (Commonwealth).

**Hours of operation**

* **Before school care**
  - The service is open 6.45 am to 8.45 am, Monday to Friday except school holidays and public holidays.

* **After school care**
  - The service is open from 3 pm to 6.00 pm. Monday to Friday except school holidays and Public Holidays.

* **Vacation care**
  - The service is open from 7 am to 6.00 pm. Monday to Friday except public holidays.

* **School pupil-free days**
  - If more than 10 children are booked in to attend, at least two school days before the pupil-free day, the service will be open from 7.00 am to 6.00 pm. The director will advise parents if a child has been booked in but the service will not be opening due to insufficient number
NUTRITION POLICY

Food provided at the Mount Barker South OSHC Service will be nutritious and varied. Snack times and activities involving food preparation will provide positive learning experiences for children, who will be encouraged to develop healthy eating habits. Parents are encouraged to share family and multicultural values and experiences to enrich the variety and enjoyment of food to meet children's nutritional needs.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)
* Food is prepared and stored hygienically (see Health policy).
* The service will provide children with balanced snacks that meet the recommended nutritional needs of children.
* Snack times will be treated as social occasions. Educators will sit with the children and interact with them to encourage good eating habits and an appreciation of a variety of foods and drinks.
* Where possible, snacks and drinks will reflect a wide variety of cultures, especially the cultural backgrounds of families and within the local community.
* Snacks and drinks will be appetising and provide variety. Where possible, fresh produce will be used.
* Menus will be planned with input from children, parents and educators.
* Drinking water will always be available and accessible to educators and children.
* Snack and meal times will have a regular schedule but small, nutritious snacks will be available to hungry children.
* Children will be encouraged to try different food but will never be forced to eat. Their food likes and dislikes and their family's religious and cultural beliefs regarding food will always be respected.
* Where children are on special diets, the parents may be asked to provide a list of suitable and unsuitable foods and their child's food preferences or to supply special food.
* The denial of food will never be used as punishment.
* The importance of good, healthy food will be discussed with children during snack time, as appropriate.
* Information on nutrition, food handling and storage will be displayed at the service and provided to parents.
* During vacation care, parents will be asked to provide their child's lunch and drinks, except when otherwise stated on the vacation care program.
* Breakfast will be provided at before school care, before 8 am.
* When food is prepared as part of the children's program of activities, the ingredients and preparation techniques used will be hygienic and safe and contribute to children's nutritional needs.
HEALTH POLICY

The Mt Barker South OSHC Service aims to provide a healthy environment in which children will grow and be safe. Preventative measures, through an infection control process, will be followed by all people in the Out of School Hours Care service at all times.

HOW POLICY WILL BE IMPLEMENTED

Hygiene
* Hand washing is the most effective way of controlling infection in the service. Educators and children should wash their hands:
  • before and after handling and preparing food
  • before eating
  • after going to the toilet
  • after cleaning up blood and other body substances
  • after handling animals

* All educators must wear gloves (disposable rubber or vinyl) when:
  • in contact with blood or other body substances or open sores
  • cleaning up faeces, vomit or blood
  • when handling clothes, cloths or equipment which has been soiled by body fluids
  • when cleaning a contaminated area.

* Educators must wear gloves when cleaning if they have a break in the skin of their hands, or if they have dermatitis or eczema.

* Educators must wash their hands with soap and water after gloves are removed.

* Surfaces will be cleaned after each activity and all surfaces cleaned thoroughly, daily. Areas contaminated with body fluids will be disinfected.

* The service will ensure that toilets and hand-washing facilities are easily accessible to children. Children will be encouraged to flush toilets after use, and wash and dry their hands.

* The service will ensure that girls and women have access to hygienic facilities for the appropriate disposal of sanitary pads and tampons.
* Educators will use a new cloth or tissue if they are required to assist young children to wipe their faces and noses. Tissues will be disposed of immediately after wiping a child's nose.

* Toys, dress-up clothes and other materials such as cushion covers will be washed regularly, and other equipment will be cleaned regularly. The criteria for selecting new toys, equipment, games, furnishings and other materials will include ease of cleaning.

* Each child will be provided with their own drinking and eating utensils for snacks and meals where appropriate. These utensils will be washed or discarded after each use.

* Educators will encourage children to put leftover food and soiled food in the bin.

* Food will be prepared, kept and served hygienically.

* Bins for the temporary storage of refuse and garbage will be kept with lids on and will be emptied daily.

* Hygiene practices and procedures consistent with up-to-date advice from relevant State health authorities will be observed at all times.

* Children will be encouraged to follow good hygiene and dental care practices. Educators may discuss these subjects with groups and individual children if needed.

* Educators are expected to act in ways that do not endanger the health and safety of children, parents or other educators, and to encourage healthy and safe behaviour in children by setting a good example.

**Information distribution about health and hygiene**

* Information about the Occupational Health Safety & Welfare Act, Regulations, Codes of practice and guidelines and the departmental OHS&W Manual are held at the service, or on the school site, and may be read by educators, OSHC committee members and parents of children attending the service.

* Employee and employer obligations in regard to OHS&W are discussed with new educators and committee members as part of their induction. They are included in educators handbooks.

* A review is organised every 12 months to ensure educators and Governing Council members can identify:
  - key elements of the OHS&W Act
  - the service's health and safety procedures and policies
  - safe and healthy workplace practices
  - how to report hazards
  - how to contribute to safe work practices and procedures.

* Educators are encouraged to report incidents which lead to high stress levels to the Director / Governing Council. Positive steps will be taken to understand and minimise stress suffered by individual staff members.
* Information on hygiene and dental-care principles and practices will be available at the service and drawn to the attention of parents.
* When there is a notifiable infectious disease in the service, information will be made available to parents in a manner that is not prejudicial to the rights of educators or children and which does not infringe State or Commonwealth legislation.
* The Director of the service will be informed of any incidence of infectious diseases or head lice discovered in the school.
* Parents will be informed by notices about common infectious diseases in the service. Parents of children with immunity impairment will be advised about outbreaks of contagious diseases so that they may decide if it is in the best interest of the child not to attend the service for a period.
* Educators, parents and children will have access to current information provided by relevant government authorities on how to minimise health and safety risks to educators and children.

**Immunisation**
* Parents will be encouraged to immunise their child against all diseases appropriate to the child's age. In accordance with the National Health and Medical Research Council exclusion guidelines, children who are not immunised may be excluded from care during outbreaks of some infectious diseases, even if the child is well (see Access to the Service policy).
* All educators will be encouraged to have all childhood immunisations. All adults should receive a booster dose of tetanus and diphtheria vaccine every 10 years.

**Exclusion**
* Children and educators with infectious diseases will be excluded from the service in accordance with National Health and Medical Research Council guidelines. The guidelines for exclusion can be found in Staying Healthy in Child Care.
* A medical certificate is required for a child or adult to be readmitted to the service after contracting diphtheria, hepatitis A, polio, tuberculosis, typhoid or paratyphoid.
* If a child is unwell at home or becomes unwell at school, parents are asked, where reasonably possible, not to send the child to the service, but to make alternative arrangements for their care.
* If an educator is unwell, they should not report to work. Educators should contact the Director at the earliest possible time to advise of their inability to report to work. In a single educator service, immediate arrangements should be made for a relief person to attend.
* In the case of serious ill health or hospitalisation, a child or educator will require a medical certificate from their medical practitioner or specialist, verifying that they are sufficiently recovered to return to the service.
Management of unwell children
* If a child becomes unwell while at the service, the parents will be notified and asked to collect the child. The child will be made comfortable and separated from the other children until the parent/guardian arrives or until the child recovers. When a parent cannot be contacted, educators will phone emergency contacts.
* If a child requires immediate medical aid, the educators will administer first aid and notify the parent.

Medication
* Educators will assist with children's medication if:
  - it is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements
* All medication shall be given directly to the Director on arrival at the service and stored in a safe place.
* Children eight years and over may, on the advice of their parent and doctor, take their own medication. Medication should be given to the Director on arrival at the service.
* Educators must not prepare respirator or bronchodilator mixtures for use in air pumps. If a nebuliser is prescribed by a doctor, instead of a 'puffer', and it is necessary for the child to bring the pump to the service, the parent should supply clear instructions on the dosage and its administration.
* Where possible, before medication is given to a child, the staff member will verify the correct dosage with another educator. After giving the medication the educator will complete the following details on the Request to Administer Prescribed Medication Form.
* Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHD, the service will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed.
* All illness at the service should be recorded on the Accident/Illness Record.
* If children are receiving medication at home but not at the service, the service should be advised of the nature of the medication, its purpose and of any possible side effects it may have on the child.
* Educators must not administer injections except in life-threatening situations. They may administer oral medications or an 'Epipen'. The OSHC Medical and Health form, completed by parents, should disclose immediate measures to be taken in a life-threatening situation. A summary of these should be prepared and made available to all educators.
**Single educator operation**
* If a child is unwell when only one educator is present, the usual procedures for contacting the parent will be followed. In addition, the unwell child will be kept under close supervision by the educator in an appropriate place until the child recovers or is collected. The educator must also effectively supervise the other children at the service.

**Allergies**
* Where a child has a known allergy it should be recorded on the enrolment form and all staff made aware of it.

**Environment**
* The OSHC service is a non-smoking area.
* All rooms in the OSHC service will be well ventilated with appropriate heating and cooling facilities.
* Where possible, windows and doors will be flyscreened, or buildings will be protected against flying insects (low irritant, environmentally friendly sprays may be used minimally and only when necessary).
* The Director and educators will take individual needs and specific activities into account when ensuring that lighting, heating and noise levels are comfortable.
* Consideration for environmental protection will be encouraged in the children's activities and in the day-to-day operation of the service.
* In the interests of children's health, educators are encouraged to use environmentally friendly products at the service wherever possible.
* All rubbish will be disposed of in an environmentally friendly way, and products recycled whenever possible.

**Sun protection**
* To ensure all children attending the service are protected from skin damage caused by harmful ultraviolet rays of the sun, the following will apply:
  * children will be required to wear a hat which protects their face, neck and ears whenever they are outside. To minimise the spread of infections such as head lice, impetigo and ringworm, children will not share hats.
  * children who do not have their hats will be asked to play in an area protected from the sun.
  * SPF 30+ broad-spectrum water-resistant sunscreen will be provided for staff and children, and applied 20 minutes before going outside. It is recommended that sunscreen is used only on exposed skin that cannot be protected naturally.
    * educators will ensure that sunscreen is not out of date.
• Educators will be aware of the proper application of sunscreen and model the practices outlined above.

**HIV/AIDS and hepatitis B and C**

* Educators and management practices will adhere to the law under the Federal Disability Discrimination Act 1992 and the Equal Opportunity Act 1984 (SA), that no discrimination will take place based on the HIV status of a child/parent/guardian/educator. As HIV is not transmitted through casual contact, a child with AIDS will be treated as any other child would be.

* Educators and management shall understand that discrimination based on HIV/AIDS and hepatitis B or C in regard to access to a service is also unlawful. A child with HIV/AIDS/hepatitis B or C has a right of access to the service. A educator with any of these has the right of equal opportunity employment.

* If a educator is notified that a child or the child’s parent or another educator is infected with HIV/AIDS or hepatitis B or C, the information will remain confidential. This information will be shared with other educators only with the consent of the person with the virus or the parent. Deliberate breaches of confidentiality will be a disciplinary offence preceding normal consultative action (see Confidentiality policy and Grievance policy and Staffing policies).

* The service recognises that HIV/AIDS and hepatitis B and C, like any other disease, is best dealt with by the application of preventative measures. Educators will be encouraged to follow hygiene procedures outlined in the hygiene policy at all times. Further information on safe hygiene practices is available from The AIDS Council of South Australia.
HEAD LICE POLICY

Managing a case, or an outbreak of head lice

If a educator detects or suspects head lice in a student or child the following procedures shall be followed:

* Inform the parent or guardian as soon as practical, and at least by the end of the session, if the child is suspected of having an infestation.

* Inform the parent or guardian that proper treatment, as recommended by health authorities, must be carried out BEFORE the child returns to the site.

* The child will be removed from direct contact with others if a educator suspects head lice in the child. The child need not necessarily be isolated in another room – but to prevent the spread/transmission of infestation the child must be sensitively removed from close contact with other children.

* The parent/guardian or emergency contact will be notified to arrange treatment for the child and to collect the child as soon as possible.

* Before returning to OSHC and Vac Care the parent guardian may be requested to provide evidence of treatment given. If there is doubt about treatment effectiveness, a letter from the child’s general practitioner can be requested, declaring that the child is free from head lice.
MANDATORY REPORTING POLICY

The Mount Barker South Out of School Hours Care Service has an obligation to all children attending the service to defend their right to care and protection. To support this right, the service will follow the procedures set down by the Department of Family and Community Services under the Children's Protection Act 1993 Section 11(1) & (2), when dealing with any allegations of abuse or neglect of children, to ensure the child's and other children's protection.

The service also has a responsibility to its employees to defend their right to confidentiality unless allegations against them of abuse are proven.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)
* Reporting Child Abuse and Neglect, Mandated Notification Guidelines' is held at the service and must be read by the staff and management committee. It is also available to parents.
* Employer and employee obligations in relation to allegations of child abuse are included in staff and committee handbooks. These obligations are pointed out to new educators and committee members at the beginning of their employment.
* As mandated notifiers, educators and committee members will be encouraged to attend training (held by the Department for Family and Community Services) in relation to mandatory notification of child abuse.
FEE POLICY

The Mt Barker South OSHC Service aims to provide a quality Out of School Hours Care service at an affordable price to parents who have children eligible to attend under the Commonwealth Government Priority of Access Guidelines. Fee levels will be set by the School Governing Council each year, on completion of the annual budget and according to the service's required income.

HOW POLICY WILL BE IMPLEMENTED

* The Governing Council will set the required fee level to meet the budget for the next year. The OSHC Director recommendation will be presented to the Governing Council for the final decision. The fee level will be reviewed each year. Parents will be given at least two weeks' notice of any fee increase.
* An official receipt will be provided including all details as per Commonwealth requirements.
* Hours/sessions of care will be recorded in accordance with Commonwealth requirements.
* Casual emergency care may have to be paid for in full at the time of care at the Directors discretion.
* Fee payments to be payed at OSHC.
* Fee payment will be recorded in accordance with Department of Family and Community Services Guidelines.
* Details of a family's fees and accounts will be confidential and stored appropriately. Families may access their own account records at any time, or particulars of fees will be available in writing to parents upon request.
* It is parents' responsibility to have their eligibility for Child Care Benefit assessed by the Family Assistance Office.
* Child Care Benefit will be deducted from fees in accordance with Commonwealth Department of Family and Community Services requirements.
* Families will only be eligible for Child Care Benefit if Out of School Hours Care attendance records are accurately completed and signed by the parent at least weekly.
* All documentation relating to Child Care Benefit will be kept for the specified period of time and made available to Commonwealth Department of Family and Community Services officers on request.
* Families who cannot afford fees, due to sudden unforeseen expenditure or short-term financial difficulty, should contact the Director and where possible will be assisted and/or provided with information on other possible avenues of financial support, including Special Child Care Benefit.

* The service will keep parents informed about Child Care Benefit by:
  - advising new families to apply for assessment
  - having application forms to distribute to families
- reminding families of the need and encouraging them to reapply for reassessment when required
- charging full fees when a parent does not have a current Assessment Notice.
- Parents with overdue fees will be encouraged by the director to discuss any difficulties and to make suitable arrangements to pay.

**Late Fees:**

* Whenever possible, the parent should ring the service to advise they will be late to collect their child after 6pm. **This will incur a late fee of $1 per minute.**

**No CCB will be A/V for this charge.**

* Special circumstances, such as a traffic accident will be taken in to account.
* When a parent is continually late arriving at the service to collect their child, the Director will discuss other Out of School Hours Care options with the parent.
* Any change in booked times needs to be arranged beforehand with the director.

**Setting Fees**

- The OSHC Committee will determine the fee level required to meet the Service’s operational costs for the next year.
- The recommendation will be presented to the School Governing Council for ratification.
- The fees charged will be reviewed as the budget is reviewed according to the Service’s required income to cover operational costs.

**Payment of Fees**

- Accounts are issued on Tuesday of each week and available for collection on that afternoon.
- All fees due must be paid within 7 days of account being issued at service unless otherwise negotiated.

**Receipting of Fees**
A receipt that includes all details to meet Commonwealth Child Care Benefit requirements will be issued for all monies received.

**Non Payment of Fees or Debt Management**

- Families who have fees outstanding for 2 weeks will receive a reminder letter attached to their account requesting payment immediately, or that they contact the Director.
- After 28 days, non-payment of fees owed to the service, or failure to contact the Director will result in a letter being sent to the family advising that their child/ren’s attendance at the service will be refused until all outstanding fees are paid.
- If the child/ren arrive(s) at the service following denial of care, the child/ren will be taken to the Front Office and the family or contact person will be contacted by the school and advised to collect their child/ren immediately.
EQUIPMENT POLICY

All equipment and toys purchased and/or used for the Mt Barker South OSHC Service will meet Australian Standards and be appropriate to the developmental stages, interests and culture of the children in care. All educators will ensure that all equipment and toys are kept in a thoroughly safe, clean and hygienic condition and in good repair at all times, and stored in a safe manner.

HOW POLICY WILL BE IMPLEMENTED

* In consultation with the children the Director will determine which equipment, materials and toys are most appropriate, taking into account durability, easy maintenance, cost, and benefit to the children’s program.
* The Director will be responsible for the purchase of all new items of equipment.
* All new equipment will be checked to ensure it complies with relevant Australian Standards.
* The Director will advise the School Principal about the need to purchase new equipment and gain their approval for purchases over $50.00.
* If large/expensive items of equipment are requested the School Governing Council will determine the service's budget limitations.
* Educators and student input on compiling a prioritised list of items of equipment to be purchased will be sought regularly.
* Toys should be appropriate to the service’s aim of providing a safe and caring environment.
* Equipment will be checked regularly by the educators to ensure it is clean and safe.
* Equipment that should be used only under supervision will be clearly identified and stored in a safe place.
* Children will be taught how to appropriately use and care for toys, games and equipment.
* Children will be encouraged towards independence. Children's individual skill levels will be considered by educators when planning and supervising activities, especially those which involve using sharp or electrical equipment.
REFERRALS FROM OTHER AGENCIES POLICY

In the interests of children's welfare and protection, access to children referred to the Mount Barker South Out of School Hours Service by appropriate agencies will be accommodated wherever possible, while still ensuring the safety and care of every child at the service.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)
* Referral agency officers will be required to provide verifiable identification before being admitted to the service.
* The director/committee will determine limits on the number of children with special needs that the service is able to appropriately care for.
* Where the service cannot accept a referred child, the referring agency will be advised to contact other/alternative Out of School Hour Care services.
* Acceptance of a referral will depend on:
  - The service having the required resources to appropriately care for the child
  - Completion of a referral form
  - A visit from the referring agency (case manager) to:
    - provide information about the referral
    - clarify any special conditions of enrolment
    - provide necessary details about the child's care arrangements, including foster care details if appropriate.
    - determine a suitable introduction process (child to the service and educators the service and educators to child's needs).
    - reach agreement about the cost for providing care and any special requirements, e.g. transport
    - Subsequent enrolment according to the service's usual enrolment procedure
    - Agreement to a debriefing from the case manager at the end of the referral period.
* The treasurer/committee, in consultation with the director, will determine a fee schedule for referrals, which includes contingencies for arrangements such as payment for special transport and/or additional educator support.
* The referral agency will be invoiced for the agreed cost of providing care, determined during the case manager's visit to the service.
The service will ensure the strictest confidentiality in information about referred children at all times. Access to confidential information will be given only on a need-to-know basis. However, educators involved in the care of referred children will be provided with information considered necessary to ensure the safety and protection of both the referred children and other children in care.
EDUCATORS REHABILITATION POLICY

The Mount Barker South Out of School Hours Care Service wishes to support educators who become ill or injured and need to return to work on a gradual or modified basis. This policy aims to assist ill or injured educators to return to work in a way that meets both their needs and the needs of the Service.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

This policy only applies to injuries that are not work related. Work related injuries are covered by workers compensation rehabilitation provisions.

1. Educators recovering from illness or injury may ask to return to work gradually or with modified duties, under a rehabilitation program.
2. The director will be responsible for deciding if a rehabilitation program can be arranged and for managing the program.
3. If the director believes that a rehabilitation program is viable for the service, then s/he and the educator will jointly discuss and develop a program which will:
   3.1 be based on detailed medical advice about hours and acceptable duties
   3.2 detail the duties to be performed and the hours of attendance
   3.3 contain agreed goals and timeframes
   3.4 have regular review dates
4. The director will consult with the educator in the affected work area to determine whether or not the program could work with their support.
5. Depending on the complexity of the situation, the coordinator may seek expert advice from a rehabilitation consultant, physiotherapist, or other treating practitioner.
6. If the program is likely to result in significant extra cost to the Service, the director should seek management body approval before commencing.
7. A permanent staff educator on a rehabilitation program will be entitled to sick leave for the hours that s/he is not working, as long as these are covered by a medical certificate.
GREVIANCE POLICY

All Parents / Caregivers of the Mt Barker South OSHC have a right to raise issues of concern and receive a response to those concerns within a reasonable amount of time.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

All personal matters
Should be raised directly with the OSHC DIRECTOR or Principal.

General OSHC matters
Such as nutrition, activities, excursions, behaviour management should be discussed with the OSHC Director or Principal.

Issue or concern – Steps to be taken

1. Make an appointment with the OSHC Director to discuss the problem and facilitate an immediate resolution of the issue.
2. If the issue/concern cannot be resolved in this manner, the Director will discuss the matter with the Principal. The Director will then convey the decision to the parent.
3. If the parent still feels further action is necessary, they can ask the OSHC Director or Principal to raise the issue at the next Governing Council meeting. If the timing of the next Governing Council meeting is too far in advance, a special convening of the Director, Governing Council chair and the Principal can be arranged. Alternatively, the parent may write directly to the Governing Council to explain the problem.
4. The Governing Council will advise the Director of its decision and the Director will convey that decision to the parent concerned, or the Governing Council will write directly to the parent concerned to advise of the final decision.
5. If the parent is still dissatisfied with the final decision, it could be that the service is not best suited to the family.

Advocates
Parents may use another person to help them raise an issue/concern.
CONFIDENTIALITY POLICY

The Mt Barker South OSHC Service protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, educators and management are kept in a secure place and are accessed by or disclosed only to those people who need the information to fulfil their responsibilities at the service or have a legal right to know.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

* Every educator, OSHC committee member (where it exists) and members of the School Governing Council is provided with clear written guidelines detailing:
  - what information is to be kept confidential,
  - what confidential information they may have in order to fulfil their responsibilities and how this information may be accessed, and
  - who has a legal right to know particular information.
* Confidential conversations that educators have with parents, or the director has with educators, will be conducted quietly away from others.
* Personal forms and information must be stored securely in the OSHC service.
* Information about educators will be accessed only by the Director, the individual educator concerned, the Principal, or a member of the OSHC committee authorised by the School governing council.
* All matters discussed at committee meetings must be treated as confidential.
* No educator may give information on matters relating to children to anyone other than the custodial parent/joint guardian or guardian when that information has been obtained in the course of employment at the service. However, educators must give such information to a court of law if subpoenaed to do so. Notwithstanding these requirements, confidential information may be exchanged in the normal course of work with other educators at the service and may be given to the OSHC committee or School governing council representative, when it is needed for the proper operation of the service and the wellbeing of users and educators.
* Educators will protect the privacy and confidentiality of other educators by not relating personal information about other educators to anyone, either within or outside the service.
* Students/people on work experience/volunteers will not discuss educators/children or families at the service outside the service, nor will they ever use family names in oral, recorded or tutorial information.

The following records for each child are confidential and must be kept in a secure and accessible place:
EQUAL OPPORTUNITY POLICY

The Mount Barker Out of School Hours Care Service is committed to the principles of Equal Opportunity in relation to community access to the service and the appointment of educators. Individuals will be treated with respect regardless of their gender, race, religion, age, impairment or disability, marital status, pregnancy, sexuality, political conviction, family responsibility or family status. The service will actively promote
the positive aspects of diversity and encourage acceptance and appreciation of individual differences. Out of School Hours Care will be made available to the community in accordance with the Commonwealth 'Priority of Access Guidelines'.

The service will actively promote the access and participation of marginalised groups (e.g. those in poverty, those with a disability, Aboriginal and Torres Strait Islanders, or those from minority ethnic groups), both as employees and as users of the service.

**HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)**

* The Service will keep up-to-date information regarding Equal Opportunity legislation, multicultural policies and gender equity policies, which will be made available to educators, parents and management committee members.

* Parents and educators will be given clear instructions about the Commonwealth 'Priority of Access Guidelines' (see 'Access to the Service' policy).

* Equal Opportunity principles are an integral part of the Service's daily programs and routines. Children will be given positive experiences which encourage equal opportunity. Programs will be culturally inclusive and will actively include opportunities for the children to experience and value diversity of culture, gender roles, ability/disability and/or impairment.

* The planning and delivery of the service will reflect the cultural and linguistic diversity of the local and wider community.

* Educators will respect individual children and their families and treat them accordingly. They will take into account individual differences in language, attitudes, abilities, assumptions and expectations in the activities they provide and promote active participation of all children.

* Children who have a disability will not be discriminated against and will have access to the Service where:
  - a place exists
  - they meet the required priority of access guidelines
  - the child can be cared for within existing or available resources.

* All educators will be selected and employed according to equal opportunity guidelines. Applicants with a disability who apply for advertised positions will be assessed according to the selection criteria and will not be discriminated against because of their disability.

* Where the community the service serves comprises a substantial number of children of a particular ethnic group, management will actively seek support and include a suitable worker from that group at the service.

* Grievance procedures for the service will be developed and made available to educators (see Management and educators Policies). At the beginning of their employment, during orientation, the operator/management committee/director will provide relevant information to educators about the procedures to be followed in the event of harassment or discrimination in the workplace.

* Grievance procedures for the service will be developed and made available to parents (see Management Policies). During enrolment the director will provide
relevant information to parents concerning procedures to be followed in the event of harassment or discrimination.

* No child, parent, educators or potential educators will be excluded from the Service due to living with HIV/AIDS.
* Information about a child, parent or educator living with HIV/AIDS will be kept confidential at all times.
* Educators will follow appropriate hygiene procedures to eliminate any risk of HIV/AIDS transmission in the Service (see 'Health' policy for further information).
SAFETY POLICY

The Mount Barker South Out of School Hours Care Service aims to provide a safe environment in which children can play and explore their world free from harm. In the event of an accident, appropriate first aid or cardiopulmonary resuscitation (CPR) will be applied by trained educators. If an emergency or natural disaster occurs at the service the children and educator will be well practiced in the procedures required to ensure the safety and wellbeing of everyone present, as far as possible.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

Note: A specific section on safety for single educator services can be found at the end of this section.

Note: The issues surrounding the safety and protection of children and the need for increased surveillance of adults involved in the care of children are being considered by the Health and Community Services Ministerial Council. In the meantime, please refer to the Standards section of this resource folder for guidelines on the employment of fit and proper persons in OSHC services.

Emergency procedures

Note: OSHC services on department sites should develop site-specific procedures in consultation with the school principal and with reference to the Emergency Action Guide and the departmental OHS&W Manual.

The following specific policies and procedures are a guide for services:

* Emergency evacuation procedures will be clearly displayed near the main entrance and exit of each room used by the OSHC service, and are to be followed in the event of fire, natural disaster or other emergency.
* The evacuation plan will include:
  - a safe assembly area, with its own escape route, away from access areas for emergency services and the building
  - a second assembly area in the event that the first assembly area becomes unsafe.
  - unobstructed routes for leaving the building, and which are suitable to the ages and abilities of the children (special consideration must be given to the evacuation of children with disabilities)
  -- a person nominated to collect the attendance roll and parents’ emergency contact numbers, and at the assembly area check the roll to ensure that all children and educators are present
  - a list of current emergency services contact numbers and a person nominated to phone the relevant emergency service
- a person nominated to check that the building is empty and that all
doors and windows are closed to contain the spread of fire
- a person nominated to supervise the children at the assembly area.

Note: Single educator services will meet the requirements of the departmental OSHC Standards for emergency and evacuation procedures.

* When the emergency services arrive, the director will inform the officer in
charge of the nature and location of the emergency, and of any missing
children or educators.
* No-one will re-enter the building until advised it is safe to do so by the officer
in charge of the emergency service.
* Fire extinguishers will be installed and maintained in accordance with
Australian Standard 2444. Educators will be instructed in their operation. Educators will attempt to extinguish fires only when all of the following has
happened:

  - the children have been evacuated from the room
  - the fire is small
  - there is no danger to the person operating the extinguisher and they are
    well trained and confident in its use.

* Safety and evacuation drills involving educators and children will be practised
in before school care and after school care at least once a term, and at least
once during each vacation care program, when most children are present.

Accidents
Note: OSHC services on department sites should develop site-specific procedures in
consultation with the school principal and with reference to departmental AIGs
Section 1-90 to 94 Accidents in Schools; 3-77 First Aid and Health Emergency
Management; as well as the departmental OHS&W Manual.

The following specific policies and procedures are a guide for services.

* Parents are required to provide written authority (included in the Enrolment
Form) for educators of the service to seek medical attention for their child, if
required.
* When a minor accident occurs at the service, educators qualified in first aid
will:
  - assess the injury
  - attend to the injured child and apply first aid
  - check that no-one has come into contact with the injured child's blood
  or body substances or require anyone who has come into contact to
  wash any contaminated areas in warm soapy water
- clean up the spill using disposable gloves if there is bleeding
- contact the parent (depending on the nature of the injury). If the parent is not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child
- write full details about the incident and the treatment given in the Accident/Illness Record and/or meet the operator's requirements of reporting.

* When a serious accident which requires more than first-aid treatment occurs at the service, the director, or another educator qualified in first aid and CPR, will:
  - attend the injured child and apply first aid
  - assess the injury and decide whether an ambulance should be called.

* (For services operated by department school councils: if a child is injured at OSHC or on an OSHC activity and the supervising educator considers that the child's condition is sufficiently serious to warrant attendance by an ambulance, an ambulance must be called. The ambulance service will render an account in the name of the parent of the child concerned. Educators are advised not to transport a sick or injured child unless an ambulance is not readily available or the child's injury or illness indicates that immediate action is required.)

If an ambulance is called:

- a educator will comfort and calm the child at all times
- a educator will accompany the child (single educators services see educator operation at the end of this section).
- the child's medical record will be taken with the child
- the director, or another educator will:
  - contact the child's parents or emergency contact person to advise them of the incident and where their child has been taken. Every effort will be made not to panic the parent at this stage
  - ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with
  - write a full report of the accident detailing the incident and the action taken. Details will be recorded on an Accident/Illness report form and a copy given to the parent. Details will also be entered onto the service's/operator's Accident/Illness Record. In services operated by department school councils or on department sites, an Accident/Illness form (ED155) will be completed and a copy kept by the service and the school principal. If the accident is likely to result in complications or where the principal considers that legal action may be taken against
the department, the form should be forwarded to the District Office (see departmental AIG 1-92 to 94).

- in a service not operated by a department school council, notify the management committee/operator who will contact the service’s insurers and also provide them with a copy of the accident report.

* It is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the parents. The service will provide parents with information on available insurance cover for these and other accident-related costs.

* Accidents which result in death or serious injury to educators (including an injury likely to cause absence from employment for 10 or more working days) must be reported to the appropriate authorities under section 19(3) of the OHS&W Act 1986 (SA). In the case of services operated by school councils they should be reported to the department.

**First Aid**

* At least one educator with a current first-aid qualification, preferably including a CPR qualification, will be on duty at the service at all times children are there.

* A fully equipped and updated first-aid kit will be kept at the service in a locked cupboard out of reach of children but easily accessed by educator. The first-aid kit, together with someone in charge, must comply with regulations 327 and 328 of the Occupational Health, Safety and Welfare Regulations 1986 (SA) (see list in OHS&W Manual 2.4.3).

* The first-aid kit will be stocked at all times. The director will replenish it as soon as practicable after use, and regularly check to make sure the kit is complete and that the stock has not deteriorated.

* A cold pack will be kept in the freezer, for the treatment of bruises and sprains.

* First aid will be administered by educators qualified in first aid.

* First aid will be administered only in the event of minor accidents or to stabilise an injured person until expert assistance arrives.

* The Governing Council will ensure that adequate funds are allocated to ensure that educators first-aid certificates are updated as required.

* The telephone number of the Poisons Service at the Women's and Children's Hospital will be displayed next to the telephone.

* (see also the Excursions policy in Programming starting page 1.61.)

**Harassment**

Any person(s) known or unknown to the service who harass or make threats to children at the service or on an excursion will be calmly asked to leave the service or
the vicinity of the children. Refusal to leave will necessitate the director calling the police to remove the person(s). Where possible, educators will calmly move the children away from the person(s).

**Transport**

- Parents will be required to give written consent if a child is to be transported from one place to another.
- A private vehicle may be used to carry children on excursions or to and from school and the OSHC service as passengers only if:
  - it is equipped with seat belts
  - it is registered and there is reason to believe that it is in safe mechanical condition
  - it has a minimum third-party property damage insurance
  - the driver has a full or provisional licence and there is reason to believe that they are safe and responsible behind the wheel. 'L'-plate drivers must not carry children.

- Before the journey begins a person in charge should ensure that:
  - no child has a seat not fitted with a seat belt
  - every child has their seat belt on and secured
  - the vehicle is not overloaded, as this could impede the driver and jeopardise insurance entitlements should there be an accident.

- In the event of vehicle breakdown or a minor accident, the educator in charge, or driver, will phone the service to inform the director and will organise alternative transport. They will ensure that the children are kept safe and secure at all times. The director will inform parents, if necessary.
- All vehicles and persons involved in transporting children to and from the service will carry the service's name, address and contact number at all times.
- At least one educator accompanying children being transported will be qualified in first aid.
- In case of an accident, the educator or driver will, if possible:
  - ensure children are always safe and secure
  - comfort and calm children
  - phone emergency services and police, if necessary
  - contact the OSHC service to inform the director
  - follow the service's procedures for accidents.
* When department school buses are used to transport children, site-specific procedures will be developed with reference to departmental AIG 1-124 School transport.
* Further information can be found in departmental AIG 1-126 Transporting Children in Private Motor Vehicles.

**Storage of potentially dangerous products**
Note: OSHC services on department sites should develop site-specific procedures in consultation with the school principal and with reference to departmental AIGs Section 1-109 Poisonous and Flammable Substances, as well as the departmental OHS&W Manual.

* All educators will be made aware which products may pose a danger to children in the service.
* All potentially dangerous products will be clearly labelled and stored out of reach of all children. Material Safety Data Sheets (MSDSs) obtained from the manufacturer will be attached to all chemicals or potentially hazardous materials.
* Storage areas will be clearly labelled to assist relief educators.
* Educators will discuss the dangers of certain products with the children.
* Where practical, information about the safe storage of potentially dangerous products will be displayed and drawn to the attention of parents, as appropriate.

**Maintenance of buildings and equipment**
Note: OSHC services on department sites should develop site-specific procedures in consultation with the school principal and with reference to departmental AIGs Section 1-119 Personal injury/property loss or damage; 1-107 Gas and Electrical appliances; 1-113 School Playgrounds as well as the departmental OHS&W Manual.

* All work areas (including outdoor play areas) and equipment must be checked regularly by the educator to ensure they are clean and safe.
* Power points will be to an approved safety standard and fitted with approved safety shutters or with an earth leakage circuit breaker.
* The use of small electrical appliances and cords will be restricted to times and areas strictly supervised by educators and kept out of areas where children have unrestricted activities.
* Any glazed area accessible to children will be glazed in accordance with Australian Standard 1288, or will be effectively guarded by rails or barriers to prevent a child striking or falling against the glass.
* Educators who become aware of faulty or broken equipment will remove this equipment from use and advise the director of the need for its replacement or repair.
* Sandpits will be covered at night and raked regularly to dispose of any animal faeces, other contaminants or potentially dangerous objects.
**Single staff operation**

* Whenever the service is operating with one educator, a mobile phone will be available for use by the educator and children. The mobile phone and any other telephone used by the service will be pre-programmed with emergency numbers identified clearly on the phone so that children can call for assistance should the educator be incapable of seeking assistance.

* The educator and children will practise emergency procedures, including using the emergency phone numbers, at least once a term and when most of the children are present.

* An adult (parent, committee member or member of the relief educator) will be nominated to respond immediately when called in an emergency.

* In a medical, fire or security emergency, the educator will follow the service's emergency procedures and immediately contact the nominated adult.

* The service's nominated adult and an alternative nominated adult must be approved by the management committee. The director will check monthly that the nominated adult is available to respond to an emergency call at the times there is one educator on duty. If the nominated adult is unavailable at any time, they must contact the director immediately. The director will then contact the alternative adult to ensure their availability. If neither is available, the director will inform the chairperson of the management committee.

* The name and phone number of the nominated adults will be clearly displayed at the service and pre-programmed and clearly displayed on the mobile phone and other phones used by the service.

* All those on the relief list will have current basic first-aid training or will do the training within a specified time.

**Before school care**

* On arrival, all children must be signed in by a parent.

* At 8.30am, children will be signed out by the educators and handed over to the teacher on yard duty.

* When children first begin school, parents may arrange for the educator to take the child to their classroom.

**After school care**

* All children will be signed in by the educator.

* All children will be collected and signed out by a parent or approved person.

* Children may not go home unaccompanied.

* If a child booked in for the program has not arrived 10 minutes after school has finished, the educator will contact the school to find out why. The nominated person will hold copies of children's enrolment forms with parent and emergency contact details. These details will be updated when changes are notified by parents.
* The nominated person will investigate the reasons for the child's non-attendance by:
  - contacting the school front office
  - look for the child at school
  - contacting the child's parents or emergency contacts.

* When the child has been located, the nominated person will tell the OSHC educator. If the child arrives at the service, the educator will tell the nominated person immediately.

* If the child cannot be found, the qualified educator will ensure that the child's parents and the police are informed and advise the OSHC educators.
EXCURSIONS POLICY

Excursions are an integral part of the children's program at the Mount Barker Out of School Care Service and will be arranged to provide a broad range of experiences for children. Parental permission will be sought for all excursions, which will be organised to comply with departmental OSHC Standards.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

* No child is to be taken outside the service (including an excursion away from the service that involves the use of transport or crossing a main road) without the parent's written authorisation regarding the date, proposed destination, method of transport, activities and the number of educators to accompany and supervise the children.
* Children may be taken on walking excursions within the community when parents have signed the authority contained in the Enrolment Form.
* On excursions there will be a maximum of eight children to one educator at all times. If the adult is a volunteer they must be over the age of 18 to accompany educators and children on excursions and must not be left alone with children.
* Single educator services: more than one adult must accompany children on excursions that involve leaving the close proximity of the service.
* On outings from the service, children will at all times be in the charge of a responsible adult educator. The director will appoint a person in charge for each outing.
* In determining an educator :child ratio for each outing, the following will also be considered:
  - the age and abilities of the children
  - the destination and length of the excursion
  - the transport to be used
  - the previous experience of the accompanying adults.
* A private vehicle may be used to carry children on excursions as passengers only if:
  - it is equipped with seat belts
  - it is registered and there is reason to believe that it is in safe mechanical condition
  - it has minimum third-party property damage insurance
  - the driver has a full or provisional license and there is reason to believe that they are safe and responsible behind the wheel. 'L' plate drivers must not carry children.
- Written parental consent for the driver transporting the children is provided, where possible.

* Before the journey begins a person in charge should ensure that:
- no child occupies a seat that is not fitted with a seat belt
- every child has their seat belt on and secured
- the vehicle is not overloaded as this could impede the driver and also jeopardise insurance entitlements should there be an accident.

* When excursions are planned, educators will take possible changes in weather and temperature into account. They will ensure there are sufficient shaded areas for all the children to protect them from the sun, and undercover areas or enclosed areas to protect them from rain and cold weather.

* All excursions will be publicised to all parents with full details of destination, times of departure and return, educators and volunteers attending, and any special items children required to bring. There will be no change to the publicised itinerary unless the person in charge of the excursion decides it is necessary for the safety and wellbeing of the children.

* Excursions requiring transport will require that parents sign a consent form. The consent form will provide parents with full details about travel arrangements and other details as listed above.

* When department school buses are used to transport children, procedures will be developed with reference to AIG 1-124 School transport.

* On swimming excursions there will be a maximum of five children to one educator at all times, according to the departmental OSHC Standards. A volunteer must be over the age of 18 to accompany educators and children on swimming excursions. Additionally, at least one of the educators in charge of children swimming will have a senior first-aid certificate and a current basic rescue certificate and resuscitation certificate or its equivalent.

* Parents may be invited to assist.

* Parents are requested not to send their child on an excursion if the child has any signs of being unwell. This is in everyone’s interest.

* When on an excursion educators will take and have accessible:
  - a first-aid kit
  - a list of all children on the excursion
  - list of emergency phone numbers.

* Should a child require medication while on an excursion the usual service procedures regarding medication, as outlined in the Health section, will be followed. If the child is eight years and over and taking their own medication, a educator will ensure, before leaving the service, that the child has the medication with them in an appropriate container. If the child is under eight the medication and administration directions will be kept in the first-aid kit and a qualified educator will ensure the medication is administered.
Before the excursion, parents will be provided with the following details:
- departure and arrival times
- transport arrangements
- costs
- snack and lunch arrangements
- educators and volunteers.
MT BARKER SOUTH OSHC OHSW
BUSHFIRE POLICY AND ACTION PLAN.

General:

- This Bushfire Action Plan (BAP) has been developed after consultation with the Mt Barker South Primary School OHS&W Manager and consequently blends with that school’s policy.

Required Actions and Responsibilities of the Director:

- In conjunction with the School, each year a **DECS External Bushfire Preparedness Safety Checklist & Compliance Audit** will be completed prior to the Bushfire Season and a copy sent to the Regional Office.
- Educators are made aware that the Mt Barker South School Hall is designated as a **Safe Refuge Site**.
- On days of **Extreme Fire Danger** in the Mt Lofty Ranges certain procedures are to be followed. These procedures are displayed in a prominent position in the OHSW building and have been conveyed to educators as part of the induction process. (NB The Fire Alert Level can be obtained either by accessing the Bureau of Meteorology Website – [www.bom.gov.au/weather/sa/](http://www.bom.gov.au/weather/sa/) or phoning CFS – 83911866.)
- In the case of **Evacuation** or **Invacuation** ensure the procedures are prominently displayed, that educators have received induction and a practice has been undertaken prior to the bushfire season.
- This Plan is to be reviewed annually to reflect any changes that have taken place in site facilities and personnel normally on site.
OHSC HAZARD MANAGEMENT POLICY

General:
- This policy has been developed after consultation with the Mt Barker South Primary School OHS&W Manager and consequently blends with that school’s policy.

Required Actions and Responsibilities of the Director:
- By reference to Business Manager and the Site Preventative Maintenance Works Plan and in consultation with the School’s OHS&W Manager ensure all preventative maintenance has been completed on schedule.
- Ensure a Workplace Hazard Maintenance – Near Miss Report Sheet is placed prominently in the building and that educators are instructed in its use.
- Ensure educators are able to undertake risk assessments in accordance with DECS policy.
- In conjunction with the School undertake an annual Hazard Audit of the building and surrounding areas in accordance with DECS policy.
- In collaboration with the School’s OHS&W Manager undertake a Hazardous Substance Audit using ChemWatch. (In future ChemWatch should be accessed prior to the purchase of any chemical substance the potential of which is uncertain.)
- All educators should be informed of and have access to Injury Report Forms (ED 155) and the DECS Employee Assistance Program (Ph: 1800 337 068 Toll Free)
The Mount Barker South Out of School Hours Care Service will provide a quality service and will operate according to all legal requirements. It will make every effort to reflect the special nature of the community and will encourage parent input and take into account the needs of children, parents, and educators in the operation of the service. The operator/management committee will ensure that decisions are made in a proper way (in accordance with its constitution) and in the best interests of the service.

The operator of the OSHC Service is the GOVERNING COUNCIL

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

Notes: Due to changes in the way the Commonwealth will fund OSHC services from 1998, service operators will need to review specific policies and procedures with reference to the new Commonwealth requirements. See Fees outlined in the Outside School Hours Care Handbook.

When deciding on specific policies and procedures, the management relationship between the operator and the OSHC management committee must be clear.

The operator, as defined by the Department of Health and Family Services, is the body which has signed an agreement with the Department of Health and Family Services to provide an Out of School Hours Care service.

The operator of most OSHC services in South Australia is a school council, and usually the OSHC management committee is a subcommittee of the school council. Some OSHC services are operated by an independently incorporated body, but may be managed by an OSHC management committee.

* The operator will ensure that the service is managed in accordance with Department of Education, Training and Employment and Department of Health and Family Services requirements. Committee members will know the requirements regarding:
  - broad organisational goals (objectives)
  - funding and operational agreements, membership, standards, management structure, meetings, auditing, common seal, and dissolution.
  - the formal roles of the chairperson, secretary and treasurer.

* The operator/management committee will ensure that all relevant guidelines, acts and regulations are adhered to in the management of the service (for example, funding guidelines, associations rules/constitution, departmental OSHC Standards, departmental AIGs, relevant industrial awards etc.).
The operator is responsible to the Department of Education, Training and Employment for ensuring that the service meets all department requirements and to the Department of Health and Family Services for meeting its requirements (see departmental Standards for OSHC; Outside School Hours Care Handbook DH&FS 1998).

Much of the work of the operator will be achieved through the OSHC management committee. Membership of the committee will be open to all parents using the service. Parents will be actively encouraged to participate. The management committee will make recommendations to the operator for its endorsement (ratification), and shall not make decisions or act on behalf of the service without operator approval.

Decisions about the overall management of the service will be made at committee meetings and ratified by the operator. The best interests of the families and service will always take priority in determining decisions.

A member of the school council (or operating body) will represent the school council (or operating body) on the OSHC management committee.

OSHC management committee members will be elected in accordance with government organisational guidelines and requirements and the operator's requirements. Where possible, it is desirable that at least half the outgoing committee will be re-elected, to ensure continuity of management.

All new members of committees with responsibilities for operating or managing the OSHC service will be oriented into their roles and responsibilities. Returning committee members will provide new members with support and encouragement.

Parents and educators will be kept informed about the committee's membership, meetings and decisions and have opportunities for input into the management of the service.

The committee will ensure the service's philosophy statement reflects the needs and values of its clients by evaluating the statement annually. The committee will also ensure the operation of the service is always consistent with the philosophy statement.

Policies and procedures will be strictly followed by the committee. They will be regularly reviewed to ensure they meet current needs.

An operator/committee members who discovers a possibility of a conflict of interest in determining an outcome for the service should announce this at the committee meeting and withdraw from further discussion or decision-making in relation to that issue.

A process of appeal will be included in parent, educator and committee handbooks, should anyone wish to question a decision of the committee (see also Committee Grievance Procedures policy).

Responsibility for the day-to-day operation of the service is delegated to the director. Any matters that the director is not confident about resolving, or determines to be significant, will be brought to the attention of the operator/management committee for discussion and resolution as soon as possible. Where urgent decisions need to be made, an executive decision may be made by phoning at least a quorum of members of the committee (including at least one executive member).
The director will be a member of the management committee. At committee meetings the director will present a written progress report, including any concerns or any different aspects of care and will provide information to assist the committee make its decisions.

A educator may ask to attend the management committee meeting, to raise issues on behalf of the educator and to provide feedback to other educators on the committee's decisions. This member will be bound by the rules of confidentiality that apply to all members.

Communication between the operator/committee and educators in relation to their work or the operation of the service will be through the director/coordinator. Committee members will have direct contact with other educators only while at the service:
- as a parent in relation to their child's participation at the service
- at social functions
- while accompanied by the director.

The operator/committee members will request access to the service's resources, records etc. only when necessary to fulfil their management responsibilities. All requests for access will be made to the director/coordinator, who will determine a mutually convenient time. The service policy on 'Confidentiality' will be strictly observed. Confidentiality will be maintained at all levels by all people.

Professionals may be invited to attend committee meetings to discuss particular issues, or may be given short-term membership for a particular period.

Committee members will be asked to identify any areas where they need training or resources to enhance their skills and participation in committee tasks. The committee may make an annual allowance in the service's budget for committee training.

All members should be aware of the grievance policy and, should conflict arise, the grievance procedure should be set in place and all steps adhered to. Where parties cannot resolve issues, they will stand down. Matters must not be left unresolved for longer than two months.
EDUCATORS POLICY

The Mount Barker South Out of School Hours Care Service is committed to providing the highest quality child care through ongoing educator training and development.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)
1. The management body will allocate sufficient resources to meet the training priorities of the Service. This will be at least equal to 1.5% of the annual salary budget.

2. The director is responsible for developing, implementing and evaluating an annual training plan for the Service.

3. This training plan will:
   3.1 include a training needs assessment, based on the educator appraisals for individual needs and consultation with educators and management for the Service’s priorities
   3.2 be presented to the management body annually before the annual budget is developed, to allow training to receive an adequate budget allocation
   3.3 ensure that training opportunities are provided equitably to all edu
   3.4 include a variety of methods of training delivery such as:
      internal workshops for staff to share their expertise with each other
      internal workshops conducted by outside presenters/experts
      attendance by staff at external workshops, conferences and seminars
      short courses provided by training organisations such as TAFE

4. Staff who attend external training will share the skills and knowledge they have gained with other staff where relevant.

5. Staff and the coordinator will evaluate all training activities against the training needs identified in the training plan.

6. Apart from study leave, staff will be considered to be at work for the duration of any training activity they attend under the Service's training plan.

7. The Service will meet the costs of any authorised training activity, apart from tertiary study.
MEDICATION POLICY

AIM: To ensure the safety of each child when on medications.

PLAN: To provide the staff with an appropriate procedure to administer medications.
To ensure that the correct medicine and amount is given to the correct child in correct time frame.
To ensure that the parents give permission for the medicine to be administered.

IMPLEMENTATION:
Qualified staff only to administer necessary prescribed medicines according to the following procedure:

1: Medication must be provided in its original container which is labelled with the name of the medicine and the recommended dose. Out of Date medicine will not be given.

2: Prescribed medication should also have the name of the child typed clearly on the container & be prescribed by a doctor and with a Medication Plan signed by the Doctor.

3: Prescribed medications must be given to the child over a set time frame so as not to overdose the child. The morning dose MUST be given to the child before entering the centre so that the staff can safely administer the medicine at the correct times during the day.

4: Parents must complete an authorisation form and details must be checked by the qualified staff member before the parent leaves the centre.

5: The time of giving the medication and the name of the staff giving the medicine must be recorded on the form.

6: The medication must be prepared and given by the qualified staff who then completes the form. The medication must be checked by another staff member who then completes the form.

7: Following administration of medication the child should be observed for any reaction that may be attributed to the medication and the parent should be informed.

8: The medicine must be kept in the refrigerator or a sealed container out of reach of the children at all times.

9: UNDER NO CIRCUMSTANCES MAY STAFF ADMINISTER PANADOL TO ANY CHILD, EVEN WITH PARENTAL PERMISSION.
Mt Barker South OSHC Service is committed to the principles of Equal Opportunity in relation to community access to the service and the appointment of staff.

Individuals will be treated with respect regardless of their gender, race, religion, age, impairment or disability, marital status, pregnancy, sexuality, political conviction, family responsibility or family status.

The service will actively promote the positive aspects of diversity and encourage acceptance and appreciation of individual differences.

Out of School Hours Care will be made available to the community in accordance with the Commonwealth ‘Priority of Access Guidelines’.

The service will actively promote the access and participation of marginalised groups (e.g. those in poverty, those with a disability, Aboriginal and Torres Strait Islanders, or those from minority ethnic groups), both as employees and as users of the service.

**HOW POLICY WILL BE IMPLEMENTED**

*(specific policies and procedures)*

- The Service will keep up-to-date information regarding Equal Opportunity legislation, multicultural policies and gender equity policies, which will be made available to staff, parents and management committee members.

- Parents and staff will be given clear instructions about the Commonwealth ‘Priority of Access Guidelines’ (see ‘Access to the Service’ policy).

- Equal Opportunity principles are an integral part of the Service’s daily programs and routines. Children will be given positive experiences which encourage equal opportunity. Programs will be culturally inclusive and will actively include opportunities for the children to experience and value diversity of culture, gender roles, ability/disability and/or impairment.

- The planning and delivery of the service will reflect the cultural and linguistic diversity of the local and wider community.