



OOSH GOVERNANCE & MANAGEMENT POLICY & PROCEDURES

011

1. Policy Information

Policy title	OOSH Governance & Management Policy & Procedures
Policy version	O11.1
Classification	OOSH
Review cycle	1 year
Last review date	January 2024
Implementation date	January 2024
Next review date	January 2025
Approval Authority	Approved Provider (Principal), DPP, OOSH Nominated Supervisor
Person/s responsible for policy	OOSH Nominated Supervisor

2. Overview

Toongabbie Christian College (the 'College') Out of School Hours (OOSH/the 'Service') aims to provide a high quality education and care service that operates according to all legal requirements and recognised best practice in service management. The Service will ensure there are appropriate governance arrangements in place at all times. There will be an ongoing process of review and evaluation and all relevant information will be readily available to stakeholders.

3. Policy

3.1 Responsibilities:

3.1.1 Approved Provider:

- 3.1.1.a Compliance monitoring – ensuring compliance with the objects, purposes and values of the Service
- 3.1.1.b Organisational governance – setting or approving policies, plans and budgets to achieve those objectives and monitoring performance against them
- 3.1.1.c Strategic planning – reviewing and approving strategic direction and initiatives
- 3.1.1.d Regulatory monitoring – ensuring that the Service complies with all relevant laws, regulations and regulatory requirements
- 3.1.1.e Financial monitoring – establishing and maintaining systems of financial control, internal control, and performance reporting; reviewing the Service's budget; monitoring management and financial performance to ensure the solvency, financial strength and good performance of the Service
- 3.1.1.f Financial reporting – considering and approving annual financial statements and required reports to government
- 3.1.1.g Organisational structure – setting and maintaining a framework of delegation and internal control
- 3.1.1.h Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the Service; agreeing or ratifying all policies and decisions on matters which might create significant risk to the Service, financial or otherwise
- 3.1.1.i Dispute management – dealing with and managing conflicts that may arise within the organisation

- 3.1.2 Nominated Supervisor
 - 3.1.2.a The Nominated Supervisor is responsible for the day-to-day management of the Service and to address key management and operational issues under the direction of, and the policies laid down by the Approved Provider, including:
 - 3.1.2.a.i Developing and implementing organisational strategies and making recommendations to the Approved Provider on significant strategic initiatives
 - 3.1.2.a.ii Adhering to the National Quality Framework and other State and National legislative requirements
 - 3.1.2.a.iii Making recommendations for the appointment of staff, determining terms of appointment, evaluating performance, and developing and maintaining succession plans for staff
 - 3.1.2.a.iv Having input into the annual budget and managing day-to-day operations within the budget
 - 3.1.2.a.v Maintaining an effective risk management framework
 - 3.1.2.a.vi Keeping the Approved Provider and Regulators informed about any developments that may impact on the organisation's performance.

4. Procedures

4.1 Philosophy and Policies

- 4.1.1 The development and review of the philosophy and policies will be an ongoing process.
- 4.1.2 For information regarding the philosophy and associated statement of purpose, please refer to the College's *OOSH Philosophy Policy & Procedures*. Policies and procedures will provide clear documentation that will define agreed and consistent ways of doing things to achieve the stated outcomes.
- 4.1.3 All documents will be dated and include nominated review dates.
- 4.1.4 The Service philosophy and policies will be available for all stakeholders and there will be reference to this in parent/carer and staff handbooks and general Service information.
 - 4.1.4.a Policies and procedures will be available to parents/carers in the Parent Area.

4.2 Financial Management

- 4.2.1 The Approved Provider will be responsible for developing and overseeing the budget of the Service and for ensuring that the Service operates within a responsible, sustainable financial framework.

4.3 Facilities and environment

- 4.3.1 The Nominated Supervisor will ensure regulations 103–115 relating to the physical environment required for an OSHC Service are maintained at all times.
- 4.3.2 Work, Health and Safety implications will be considered by the Nominated Supervisor in relation to educators locking up and leaving the Service at the end of the day and risk assessments of the practices will be undertaken.

4.4 Equipment and maintenance

- 4.4.1 Appropriate equipment and furniture to meet the needs of the children and educators will be well maintained and safe.
- 4.4.2 Processes will be in place for routine cleaning of toys and equipment.

4.5 Review and evaluation of the Service

- 4.5.1 Ongoing review and evaluation will underpin the continuing development of the Service. The Nominated Supervisor will ensure that the evaluation involves all stakeholders, especially children, educators and parents/carers.

- 4.5.2 The development of a Quality Improvement Plan (QIP) will form part of the review process. Reflection on what works well and what aspects of the Service need further development will be included in the QIP and discussed at Staff meetings

4.6 Confidentiality

- 4.6.1 All educators will maintain confidentiality. This is addressed in the College's *OOSH Confidentiality Policy & Procedures*.

4.7 Maintenance of Records

- 4.7.1 Regulation 177 outlines requirements and includes references to records that Services must keep. Regulations 183–184 detail storage of records.
- 4.7.2 The Service has a duty to keep adequate records about children, staff and parents/carer in order to operate responsibly and legally. The Service will protect the interests of the children, educators and their families, using procedures to ensure appropriate privacy and confidentiality.
- 4.7.3 The Approved Provider assists in determining the process, storage place and time line for storage of records.
- 4.7.4 The Service's orientation and induction processes will include the provision of relevant information to children, educators and parents/carers.
- 4.7.5 Clear guidelines on who will have access to which particular records will be given to educators and families. These will be available at all times at the Service.
- 4.7.6 The Approved Provider will need to ensure that the record retention process meets the requirements of the following government departments:
- 4.7.6.a Australian Tax Office (ATO)
 - 4.7.6.b Services Australia
 - 4.7.6.c Department of Education
- 4.7.7 In the event of ceasing to operate, the Service Approved Provider and Nominated Supervisor will identify where the records will be kept and seek professional advice on the winding up of the Service
- 4.7.8 A list of nominated contacts for Child Care Management System, Australian Taxation Office and Superannuation funds, as well as any other accounts, will be maintained and available to the Approved Provider and Nominated Supervisor. These contacts will be reviewed annually and updated as contacts change to ensure currency in communication for effective governance.

4.8 Work, Health and Safety

- 4.8.1 Policies and procedures will be in place to address the legal requirements relating to safety in the workplace and this information should underpin any Service specific requirements, including grievance/complaints procedures.
- 4.8.2 All educators will be provided with information to assist them in meeting their obligations under the legislation.

5. References

- Network of Community Activities

6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
Part 2, Part 3, Part 6 All Regulations are applicable to this policy	QA.1.1, QA7.1.2, QA7.1.3, QA7.2.1, QA7.2.2, QA7.2.3	<ul style="list-style-type: none"> ● All OOSH Policies & Procedures 	<ul style="list-style-type: none"> ● <i>Work, Health and Safety Act</i> (2011) ● Child Care Subsidy Legislation ● ATO ● Services Australia

			<ul style="list-style-type: none">• Department of Education• Privacy Act• Children and Young Persons (Care and Protection) Act• Office of the Children's Guardian• ACECQA Record Keeping Factsheet• Service Philosophy• Quality Improvement Plan
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