



1. Policy Information

Policy title	OOSH Staffing Policy & Procedures
Policy version	O1.1
Classification	OOSH
Review cycle	1 year
Last review date	May 2024
Implementation date	May 2024
Next review date	May 2025
Approval Authority	Approved Provider (Principal), DPP, OOSH Nominated Supervisor
Person/s responsible for policy	OOSH Coordinator

2. Overview

Toongabbie Christian College (the 'College') OOSH (Out of School Hours/the 'Service') is a service that is run by the College. As a result, OOSH workers are employees of the College and must therefore comply with the College's policy and procedures relevant to employees. OOSH employees need to comply with the College's OOSH-specific policy and procedure where there are specific ACECQA requirements.

OOSH staff must comply with the College's *Employee Code of Conduct, Positive Workplace Behaviour Policy & Procedures* and *Child Protection Policy & Procedures*.

3. Policy

3.1 Required Positions for OOSH

- 3.1.1 Nominated Supervisor (OOSH Coordinator)
- 3.1.2 OOSH Second-In-Charge (2IC)
- 3.1.3 Educational Leader
- 3.1.4 Supervisor (Responsible Person)
 - 3.1.4.a One Responsible Person is required at a time.
 - 3.1.4.b This may vary across days and within shifts.
 - 3.1.4.c An educator may work part of their shift as a Responsible Person and part of the shift without being the Responsible Person.
 - 3.1.4.d The hours worked as a Responsible Person must be noted on a timesheet to ensure pay is calculated at higher duties performed and records are kept as per regulation 150.

4. Procedures

4.1 Determining the Responsible Person

- 4.1.1 The Approved Provider, or Nominated Supervisor, can appoint an employee to become a Responsible Person.
- 4.1.2 Prior to appointing an employee as a Responsible Person, the employee must complete CHCPRT025 Identify and Report Children and Young People at Risk.
- 4.1.3 The Responsible Person must have a clear understanding of their roles and responsibilities as the Responsible Person on duty, be appropriately skilled and be contactable at all times whilst carrying out their role.

- 4.1.4 The Responsible Person must provide their consent in writing to be appointed as a Responsible Person.
- 4.1.5 The Responsible Person does not have the same legal responsibilities as the Approved Provider or the Nominated Supervisor.
- 4.1.6 The Responsible Person will focus on delivering a quality program, ensuring the supervision and safety of children, ensuring adherence to all Service policies and procedures and to the National Regulations, administering medication when needed, and managing staff to adhere to the required educator:child ratios and supervision requirements.
- 4.1.7 The Name and position of the Responsible Person will be on display at all times during service hours, to ensure parents/carers are able to direct their queries to the most appropriate person.

4.2Volunteers

- 4.2.1 The Service does not engage volunteers.

4.3Practicum Placements

- 4.3.1 The Service will only engage practicum students as per the College's *Practicum Students Policy & Procedures*.
- 4.3.2 Practicum students will have their responsibilities, expectations and code of conduct clearly defined and will be required to comply with College and OOSH-specific policies and procedures.
- 4.3.3 A staff record will be kept for all practicum students at the service as per Regulation 149. This staff record will include the students full name, address, date of birth, and where applicable, WWCC number and expiry.
- 4.3.4 A record will be kept for each day on which the practicum student participates in the service, identifying the date and hours of participation.
- 4.3.5 Students will never be left alone with, or in charge of, any children.

5. References

- Prepared in consultation with Becklyn

6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other service policies/documentation	Other
S172, R84, R145, R147, R149, R150 R168, R170, R171, R173, R183	QA4.1.1, QA4.2.2, QA7.1.2, QA7.2	<ul style="list-style-type: none"> • Volunteers Policy & Procedures • Practicum Students Policy & Procedures • OOSH Providing a Child Safe Environment Policy & Procedures • Employee Code of Conduct • Positive Workplace Behaviour Policy & Procedures • Child Protection Policy & Procedures • OOSH Providing a Child Safe Environment Policy & Procedures 	<ul style="list-style-type: none"> • Office of the Children's Guardian • Children (Education & Care Services) National Law (NSW) 2010 • Privacy Act • Child Safe Standards