



Outside School Hours Care Policy

BANYULE PRIMARY SCHOOL



Help for non-English speakers

If you need help to understand the information in this policy please contact the school administration team on 03 9459 0732 or banyule.ps@education.vic.gov.au.

PURPOSE

The purpose of this policy is to outline School Council responsibilities regarding the decision to operate or establish an Outside School Hours Care (OSHC) service.

DEFINITIONS

National Quality Framework for Early Childhood Education and Care

The [National Quality Framework \(NQF\)](#) provides a national approach to regulation, assessment and quality improvement for early childhood education services (including OSHC) across Australia. The NQF includes:

- national law and national regulations
- National Quality Standard
- assessment and quality rating process
- national learning frameworks
- a regulatory authority in each state and territory responsible for the approval, monitoring and quality assessment of services in their state or territory
- a national body, the [Australian Children's Education and Care Quality Authority \(ACECQA\)](#), which guides the implementation of the NQF and works with regulatory authorities.

National regulations require early childhood education services (including OSHC) to develop and follow a range of operational [policies and procedures](#).

Outside School Hours Care

An Outside School Hours Care (OSHC) service provides education and care for children (generally ages 5 to 12 years) outside of scheduled school hours and during school holidays. OSHC services may also provide education and care to children on student-free days. OSHC services are usually located at or close to primary schools. They may also be offered in locations such as community centres, halls, neighbourhood houses or recreation centres.

RATIONALE

A significant percentage of Banyule Primary School students come from families where both parents/carers work. Considerable demand from our parent/carer community for out of school hours care and supervision of their children is recognised by School Council, and provided for by our 'Out of Hours Care' program.

AIMS

To provide a high quality primary school-aged childcare service for students at Banyule Primary School which is community based, complies with all regulations, is flexible and meets each child's need for care in a creative, stimulating and secure environment before and after school.

IMPLEMENTATION

- The School Council is responsible for decision making regarding establishing or operating an OSHC service.
- School Councils determine the operating model of the OSHC service.
- School Councils are encouraged to establish an OSHC subcommittee to support community engagement, decision making and monitoring or management of the service.

- The School Council have legal responsibilities and oversight of the OSHC service.
- Banyule Primary School's School Council will provide and sponsor, if required, an Outside School Hours Care Program for students from Banyule Primary School that is assessed and rated under the *National Quality Framework*.
- In doing so, School Council will ensure the accredited program complies with all regulations, standards and requirements for Outside School Hours Care Programs outlined in the *Education and Care Services National Law Act 2010*, *Education and Care Services National Regulations 2011* and the *National Quality Standard*.
- A qualified, skilled and dedicated provider will be appointed by School Council to work in partnership with the school Principal, and to manage all aspects of the out of hours care program. This provider will keep the Principal informed of the program and any concerns.
- School Council will ensure that professional indemnity, public liability, building and contents, workers compensation and any other necessary insurance is sufficient to cover the needs of the program in accordance with State and Commonwealth legislation.
- School Council will monitor the program's finances and viability.
- All concerns relating to the program will initially be directed to the program manager, and if unresolved, the matter will be dealt with by the Principal or School Council respectively.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in school newsletter
- Discussed at School Council Meetings
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- [Outside School Hours Care Decision Making Regarding Provision of OSHC](#)
- [Child Safe Standards](#)
- [Finance Manual – Section 12 Trading Operations](#)
- [Procurement Policy for Victorian Government Schools \(PDF\)](#) (staff login required)
- [School Council – Powers and Functions](#)
- [School Council – Subcommittees](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Consultation	Consultation with School Council – May 1 st 2024
Approved by	School Council and Principal
Next scheduled review date	As Needed