

GOVERNANCE AND MANAGEMENT POLICY

Policy Statement

Highgate School Outside School Hours Care (Highgate OSHC) is operated by the Highgate School Governing Council, which is the approved provider of the service. The Governing Council manages Highgate OSHC through:

- establishment of the OSHC Advisory Committee; and
- delegation of certain responsibilities to the Highgate School Principal, under an Instrument of Authorisation issued by the Department.

Highgate OSHC ensures that all aspects of governance and management are clearly articulated and that this complements the service philosophy. There is an ongoing process of review and evaluation, and all relevant information is readily available to stakeholders.

OSHC Services in South Australia must comply with a mix of State and Federal laws and regulations including the preparation of service policies to meet the requirements of the Education and Care Services National Regulation 168. Copies of the current service policies and procedures required under Regulation 168 are always available for inspection at the service (as per Regulation 171).

General

- Communication between Highgate OSHC and Highgate School Governing Council will take place through the OSHC Advisory Committee which formally reports to Highgate School Governing Council at Council meetings twice a term (and otherwise as needed out of session). This committee will consist of: a governing council member (who will act as chair), the Highgate School Principal or their nominee, the Highgate School finance officer with OSHC responsibilities, at least one family user representative and the OSHC Director.
- Highgate OSHC is operated by Highgate School Governing Council as the legal entity and the employer of staff/educators. There is a comprehensive two-way reporting process as outlined above.

Service Philosophy and Policies

- The development and review of the Service Philosophy and Policies is an ongoing process.
- The Service Philosophy should underpin all other documentation and the practices of the service. The Service Philosophy should be maintained in consultation with the OSHC community and be reflective of the values and requirements of the service's community.
- The Highgate OSHC Policies (and procedures) provide clear documentation that defines agreed and consistent ways of doing things to achieve the stated outcomes.
- Both the Service Philosophy and the Policies should be ratified by the Highgate School Governing Council. They should also be dated and include nominated review dates.
- The Service Philosophy and Policies should be readily available for all stakeholders and there should be reference to this in handbooks and general service information. Families can access the family handbook, the Service Philosophy and all Policies through the school website and educators receive a copy of the staff handbook on commencement at the service.

Financial Management

- Highgate OSHC needs to be financially accountable and to be operated as a financially viable and sustainable business.
- The details of budgeting and fee setting are outlined in Highgate OSHC's *Fee Policy*.
- It is a requirement of employers that there are provisions held for employee entitlements as per the Children's Services Award. Employees are advised of their available entitlements with each pay.
- Services operated by school Governing Councils on Department for Education sites must adhere to the organisational financial management policies and procedures outlined at <https://edi.sa.edu.au/finance/for-schools-and-preschools/school-and-preschool-finance/oshc-finances/oshc-and-childcare-finances> and contained in the Department for Education OSHC financial management for governing council operated services outlined at <https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/running-oshc-service/oshc-financial-management-governing-council-operated-services>

Records Management

Highgate OSHC has a duty to keep adequate records about staff, families and children in order to operate responsibly and legally. The service will protect the interests of the children and their families and their staff, using procedures to ensure appropriate privacy and confidentiality.

In managing this responsibility, Highgate OSHC must:

- Protect the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, staff and members of the OSHC Advisory Committee and Highgate School Governing Council are stored in a secure place and are accessed by, or disclosed only to, those people who need the information to fulfil their responsibilities or have a legal right to know (for further information see Highgate OSHC's *Privacy and Confidentiality Policy*); and
- manage, store and dispose of financial records, certificates of insurance and other information regarding the operation of the service in line with the department records management policy, [general disposal schedule no. 32](#) and Education and Care Services National Law and Regulations.
- If Highgate OSHC ceases to operate, records will be stored at Highgate School and disposed of according to the above schedules.

Role of the Highgate School Governing Council

Where an OSHC service is operated by an SA government school governing council, the council is the approved provider of the service.

The Highgate School Governing Council has the legal liability and accountability for the service, including any outreach service operating on another site.

The Highgate School Governing Council is responsible for oversight of the service and delegates the operational management to the Highgate School Principal via the 'School Governing Council Instrument of Authorisation to the Principal' form.

The Highgate School Governing Council (with the assistance of the Principal) must comply with:

- the legal responsibilities of operating a service described in the [child care provider handbook](#)

- Australian and state government legislation, policy, regulations, standards and guidelines including the [National Quality Standard](#) , the [Education and Care Services National Law](#) , [Education and Care Services National Regulations](#) and [administrative instructions and guidelines](#)
- conditions of funding and/or operational agreements entered into with any government or agency; and
- the Department's [OSHC policy](#) and the [Provision of out of school hours care \(OSHC\) services on department sites procedure](#).

Role of the OSHC Advisory Committee

The OSHC Advisory Committee is responsible for:

- assisting the school governing council to comply with the Education and Care Services National Regulations;
- supporting the school governing council, principal and OSHC Director to ensure the quality of care being offered is in keeping with the values, principles and policies of the school, council, community and the Department;
- ensuring that children, families and staff have a voice in the management of the OSHC service;
- supporting the OSHC Director and staff on a day-to-day basis; and
- making recommendations to the Highgate School Governing Council for its endorsement (ratification).

The OSHC Advisory Committee must not make decisions or act on behalf of the service without Governing Council approval.

Further information about the responsibilities of an OSHC Advisory Committee are available on the Department's website at: [OSHC advisory committee responsibilities \(education.sa.gov.au\)](#)

Role of the Highgate School Principal

Under the instrument of authorisation between the Highgate School Governing Council and the Principal, it is the Principal's responsibility to:

- understand the requirements for quality in an OSHC service and the associated roles, responsibilities and views of all stakeholders in the service;
- meet with the staff at the service to see how they work and organise how to communicate with them about the service;
- seek feedback from children and families who use the service; and
- visit the service when it is operating.

Further information about the responsibilities of the Principal are available on the Department's website at: [Managing OSHC services as a school principal \(education.sa.gov.au\)](#)

Work Health and Safety

- The establishment and maintenance of a safe workplace is a joint responsibility of employers and employees. This is covered by operational management and is shared by the Highgate School Principal and OSHC Director.
- The OSHC Director and/or the Assistant Director will undertake appropriate fire warden and WHS training.
- The grievance procedure for Highgate OSHC staff is outlined in the Highgate OSHC's *Staffing Arrangements Policy*.

Statement on Facilities and Environment

- Regulations 103-115 relate to the physical environment required for an OSHC service. The requirements are set out clearly and need to be considered when site re-arrangements are considered.

Procedures for Review and Evaluation of Service:

- Ongoing review and evaluation will underpin the ongoing development of the service. Such evaluation should involve all stakeholders, especially families, children and educators/staff.
- The development of a Quality Improvement Plan will form part of the review process. The development of a plan will require reflection on what works well, and what aspects of the service can be further developed.

Approved by Highgate Governing Council 22nd February 2022

DATE OF EFFECT: 9th March 2022

REVIEWED: 2nd November 2022

TO BE REVIEWED: 2nd November 2023

Related Documents

<http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-regulations>

Education & Care Services National Regulations (2011) – Regulations 168, 171-173, 177, 183-185, 103-115

National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standard 7.1 and Standard 7.2

<https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc>