

St Pius X OSHC Charter

Service Philosophy & Statement of Principles

We Believe:

Children are individuals and will learn and grow to achieve their maximum potential in a rich learning environment which has been created to encourage their ability to play freely, investigate, find adventure and be challenged.

Learning through play is important. Children need some structure and routine and plenty of opportunity to be naturally inquisitive while taking measured risks in a safe environment.

All children learn differently. Guidance can enhance all areas of development including social and emotional development. Children's behaviour can be positively guided to develop acceptable behaviour patterns and enhance their wellbeing.

Children are committed and involved learners. They are invited to contribute to the service program to challenge, create, explore and further develop their individual identities.

It is important for children to understand and explore the natural environment and to become environmentally responsible.

We will build strong connections with our culturally diverse community through being easily accessible, maintaining links to a wider support network for families and being open and responsive to the changing needs of the community.

Self-reflection and continuous improvement enables our service to grow and flourish.

Therefore we will:

- ❖ Provide a variety of stimulating, fun activities which take into account children's individual needs, interests, abilities, ages and diverse backgrounds;
- ❖ Place an emphasis on the child and foster strong positive relationships
- ❖ Allow children to explore the world around them, their relationships with others, develop skills and build their self-esteem through play
- ❖ Empower children with skills for life such as negotiation, communication, independence, resilience and decision making
- ❖ Respect each child as an individual and promote a positive self-image and acceptable behaviour patterns
- ❖ Encourage children to explore their natural environment and educate them about environmental sustainability
- ❖ Meet the ever-changing needs of all families who require outside school hours care in a safe, nurturing caring and supportive community

Roles and Responsibilities of involved parties

The Approved Provider is South Australian Commission for Catholic Schools (SACCS) and is therefore legally responsible for St Pius X OSHC. The St Pius X School Board operates as an agent of SACCS, as do all diocesan school boards. The School Principal has been nominated as the Nominated Supervisor and Educational Leader of the OSHC service by SACCS. The Principal delegates the overall day to day management to the OSHC director.

The School Board

- Is responsible for ensuring the OSHC service is running effectively, legally and is financially viable
- Will ensure the OSHC service is managed through an OSHC management committee and in accordance with all relevant government, SACCS and school requirements
- Will have a member on the OSHC committee
- Will ensure all funding conditions are met
- Will liaise with the OSHC management committee and work cooperatively as part of the school community and in the interest of children and families.
- Will support the service and its staff, recognising the importance in providing for the safety and wellbeing of the children and staff

The Management Committee

1. The Management Committee is a sub committee of the School Board and is directly accountable to it. There must be a representative of the Board as a committee member.

2. The role of the committee is to provide overall direction on the affairs of the service and monitor its performance. The committee must also ensure conditions of funding are met with State and Commonwealth Governments and all regulations are adhered to.

3. Specific Roles of the OSHC Management Committee:

- Developing or approving and monitoring budget annually
- Presenting a financial report to the School Board each month
- Monitoring cash flow
- Setting appropriate fees to cover expenses, which are fair to families
- Providing support for director and staff
- Ensuring service has relevant and regularly reviewed policies
- Ensuring service complies with the Education and Care Services National Regulations and National Quality Standard
- Ensuring service meets funding conditions determined by the Australian Government Department of Education
- Ensuring service is audited annually by school's auditor
- Ensuring all industrial award conditions are met
- Responding to grievances directed to OSHC Committee
- Ensuring service's legal requirements are met

4. The committee shall be comprised of not less than 7 members, including staff representatives and a member of the school board. Membership is open to all parents of the school and service and families will be actively encouraged to participate.

5. The office bearers of the committee shall be the Chairperson, Secretary and Treasurer, who shall be chosen by the committee from its members within two weeks of the Annual General Meeting. The office bearers cannot be staff members and will be subject to the approval of the board.

Committee Meetings

1. The committee shall meet as often as is required to conduct the business of the service and not less than once per term.
2. The quorum shall be not less than two thirds the number of committee members.
3. Committee members who are also employees shall not take part in decisions relating to their employment.

Annual General Meetings

1. The AGM shall be held annually at the same time as the school's AGM.
2. Written notice, of at least 14 days, of the AGM shall be displayed in the school newsletter and distributed to families of children attending OSHC.
3. The business of the AGM shall be:
 - To confirm the minutes of the preceding AGM
 - To receive the Chairperson's report for the previous year
 - To receive the Treasurer's report and the audited financial statements for the previous financial year
 - To receive the Director's Report for the previous year
 - To elect or re-elect the Committee Members who must consent in person or in writing
 - To conduct any other business placed on the agenda

Voting

Voting shall be by a show of hands except that:

- any contested election at an AGM or otherwise shall be by a secret ballot

Financial Year and Appointment of Auditor

- The financial year of the OSHC service shall commence on January 1 and end on December 31
- The appointed auditor shall be the same one St Pius X School Uses, as approved by the CEO

Responsibilities of the Office Bearers

1. Chairperson

- Provides leadership to the committee, making sure it is running smoothly and is constitutional
- Chairs meetings, ensuring full participation of members
- The chairperson at any meeting shall not have a personal deliberative vote, but shall have a casting vote if votes are equal.
- The chairperson, together with the secretary, shall prepare the agenda for meetings.

2. Treasurer/Book Keeper

- The treasurer/book keeper shall maintain records of all receipts and payments and other financial transactions, which will be available for any committee member to inspect.
- The treasurer/book keeper shall prepare financial budgets and statements, and submit a report on the finances to each committee meeting.
- The treasurer/book keeper shall ensure a financial report is presented to the school's finance committee/school board each month.
- The treasurer/book keeper shall present audited accounts at the AGM.

3. Secretary

- The secretary shall keep records including records of the members, a register of minutes of meetings and a file of correspondence.
- The secretary shall take proper minutes of general meetings and committee meetings.

The School Principal

The School Principal is the line manager for the OSHC Director

- Will ensure the Director meets his/her responsibilities, as outlined below
- Provides support for Director and staff
- Will act as liaison with the general school on matters such as facilities, space, enrolments, school and OSHC policies, Workplace Health & Safety
- Is responsible for ensuring OSHC meets all government and CEO requirements
- Grievances, which may not be resolved by OSHC Director, or OSHC committee
- Staffing Issues, which may not be resolved by OSHC Director

The OSHC Director

The OSHC Director is employed by the St Pius X School Board, and is responsible to it through the Management Committee. The Director has the overall responsibility for the management of the OSHC service on a day-to-day basis and guiding it towards constant improvement.

RELATIONSHIP TO SCHOOL AND PRINCIPAL

The OSHC Director has a particular responsibility to the Principal as the Executive officer of the OSHC Management Committee and Nominated Supervisor/Educational Leader.

The OSHC Director will:

- Meet with the Principal on a regular basis and keep him/her informed of OSHC issues at the school level and with regard to state and federal Education Departments issues relating to funding and management
- Consult with the Principal before significant policy decisions are made and maintain close contact with the Principal on all matters affecting the wellbeing of the OSHC staff and families who use OSHC
- Promote the schools ethos and values and maintain harmony within the OSHC program

CHILDREN

- Overall supervision and duty of care of children
- Ensure physical safety and emotional wellbeing of children is being met at all times.
- Meeting medical and dietary requirements of all children
- Dealing with custody issues and providing flexibility for all children and all types of families

PROGRAM

- Planning & Implementation of all programs
- Oversee the documentation of children's learning as required in the National Quality Standard
- Monitoring and evaluating programs
- Developing procedures, in conjunction with staff, which are in line with service's policies and philosophies
- Incorporating and valuing cultural diversity into program

STAFF

- Employment of casual OSHC staff and informing them of their employment conditions.
- Orientation of new staff
- Rosters
- Monitor staff levels in relation to utilization and in line with regulations
- Professional development for all staff members
- Training, supervision and resourcing of staff

- Staff evaluation and performance appraisal and personal development plans
- Physical safety and emotional wellbeing of staff
- Plan and facilitate regular staff meetings as needed

MANAGEMENT PROCESSES

- Implement decisions made by management
- Attend OSHC management meetings and prepare reports
- Deliver all relevant information to parents/OSHC committee

ADMINISTRATION

- Oversee or undertake the payment of Staff wages including workcover, superannuation, tax and any staff entitlements
- Ensure staff are paid and employed under correct awards and levels
- Oversee/Maintain Debtors. Print accounts regularly and address any outstanding monies (personally, through financial administrator or school principal).
- Maintain Creditors and Petty Cash system
- Keep all records as required by school auditors, State Government (DECD), Commonwealth Government (AGE), St Pius X School, Catholic Church Insurances, Catholic Education Office and Centrelink.
- Apply for, and acquit, all relevant funding and operate within conditions of funding.
- Prepare budget in conjunction with Treasurer
- Set fees, in conjunction with OSHC committee, and ensure they are fair to families and adequately cover budget
- Maintain and acquit Child Care Benefit each term
- Monitor cash flow
- Monitor expenditure against the budget
- Ensure service is covered by all relevant insurances
- Receipting of money and weekly banking
- Keep accurate child, family, staff and attendance records
- Ordering and Purchasing
- Reading and responding to all mail, email received.
- Reading other articles and literature pertaining to OSHC
- Ensure there are relevant and up-to-date policies and procedures, covering all aspects of OSHC

COMMUNICATION

- Liaise and work together collaboratively with the general school regarding shared facilities, calendar events and other issues
- Act as communication conduit for OSHC families between home and school
- Attend meetings as required (OSHC management, Staff Meetings, OHS&W meetings, finance meetings, Principal meetings, hub meetings, etc)
- Inform parents of philosophies, policies, relevant funding changes, legislation, etc.
- Encourage parents to join OSHC management committee
- Liaise with government bodies, resource agencies, other organisations, and their representative.

FACILITY

- Ensure that facilities and equipment are to be kept safe, clean and age appropriate.
- Conduct regular workplace inspections in line with Work Health & Safety guidelines.
- Conduct safety inspections in response to staff or parent recommendations.

LEGAL/OTHER

- Ensure privacy of individuals is protected in accordance with Privacy Act, Dec 2001
- Ensure service complies with National Quality Standard.
- Ensure service complies with WHS regulations
- Ensure service complies with Education and Care Services National Regulations

- Ensure Service complies with Food Safety Laws, December 2002
- Marketing/Public Relations

Governance matters to be considered

FINANCIAL

St Pius X OSHC must be financially accountable and be operated as a financially viable and sustainable business.

The service will develop a budget in consultation with the school, incorporating all known costs in regard to income and expenditure, including maintaining provisions for planned future expenditure. All specific provisions should be formally approved and noted in meeting minutes. Further information on budgeting and fee setting are set out under the Fee Policy.

It is a requirement that there are provisions held for employee entitlements as per the Enterprise Agreement. Such money will be available as needed. Employees should be advised of their available entitlements with each pay.

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. OSHC has adequate storage space for equipment; space for administrative tasks as well as space where confidential meetings can be undertaken. Areas for food preparation meet the requirements of the Food Safety Standards and the service is visited annually by Council food inspectors.

EQUIPMENT AND MAINTENANCE

St Pius X OSHC endeavours to provide appropriate equipment that is well maintained and safe inviting for children as well as meeting their needs. The service budgets annually for this purpose. Equipment and furniture is checked regularly as part of the school's maintenance program and the cleaning of toys and equipment is part of the OSHC routine.

REVIEW AND EVALUATION OF THE SERVICE

Ongoing review and evaluation will underpin the ongoing development of the service. Such evaluation will involve all stakeholders, especially families, children and educators/staff.

St Pius X OSHC has developed a Quality Improvement Plan which forms 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. The Plan will be reviewed annually.

MAINTENANCE OF RECORDS

St Pius X OSHC service has an obligation 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 the staff, using procedures to ensure appropriate privacy and confidentiality.

Regulation 177 outlines requirements and includes references to records that services must keep.

Regulations 183–184 detail storage of records.

The school Principal/Nominated Supervisor will assist in determining the process, storage place and time line for storage of OSHC records.

WORK HEALTH SAFETY (WHS)

The establishment and maintenance of a safe workplace is a joint responsibility of employers and employees. St Pius X will have practices and procedures to address the legal requirements relating to safety in the workplace and this information will underpin any service specific requirements, including grievance/complaints procedures. At St Pius X, the WHS Coordinator will include OSHC in their oversight of the site practice.