



Governance and Management Policy

Cobbler Creek Out of school Hours Care and Vacation Care will provide a quality service. It will make every effort to reflect the individual nature of the community and will encourage parent input and consider the needs of children, parents and educators/staff in the operation of the service.

Policy and Procedure

The approved provider is the body which has signed an agreement with the Family Assistance Office (Centrelink) to provide an Out of School Hours Care Service. The Approved Provider of Cobbler Creek Out of School Hours Care and Vacation Care is the Golden Grove Primary School Governing Council Inc. This Committee is made up of a Chairperson, Secretary, Treasurer, Leadership from Golder Grove Primary School and parents.

The OSHC Advisory committee is inclusive of the Director, Assistant Director, Principal of Golden Grove Primary School and Parents. The Committee is open to all parents using the service and parents will be actively encouraged to participate.

The policy will be implemented by providing relevant information to all management committee members information will be shared through committee meeting and minutes.

The Provider/Director will ensure that all relevant guidelines, acts and regulations are adhered to in the management of the Service (for example, funding guidelines, associations rules/constitution, Departmental OSHC Standards, Departmental AIGS, relevant industrial awards etc.)

The Provider and Service Director will ensure that Cobbler Creek OSHC and Vacation Care is managed in accordance with Department for Education, and the Department of Health and Family Services requirements.

All new members of committees with responsibilities for operating or managing the OSHC Service will be oriented into their roles and responsibilities. Returning committee members will provide new members with support and encouragement.

OSHC management committee members will be elected in accordance with government organisational guidelines and requirements and the Operator's requirements.

A committee member who discovers a possibility of a conflict of interest in determining an outcome for the Service should announce this at the committee meeting and withdraw from further discussion or decision-making in relation to that issue

The Advisory Committee will make recommendations to the Provider (Golden Grove Primary School Council Inc.) for its endorsement (ratification) and shall not make decisions or act on behalf of the Service without Provider approval.

Decisions about the overall management of the Service will be made at committee meetings and ratified by the operator.

The best interests of the families and Service will always take priority in determining decisions.

At committee meetings the Principle will present a written progress report, including any concerns of any different aspects of care and will provide information to assist the committee make its decisions where there is a major decision or discussion required then the Service Director and Assistant Director will be invited to attend to address any additional questions.

All correspondence relating to the service must be received back to the service Director in writing within a week of the Governing Council meeting.

Policies and procedures will be strictly followed by the committee. They will be regularly reviewed to ensure they meet current needs.

Parents and staff will be kept informed about the committee's membership, meetings and decisions and have opportunities for input into the management of the Service.

Responsibility for the day-to day operation of the service is delegated to the Director.

Where urgent decisions need to be made, an executive decision may be made by the School Principal and the Service Director.

The Governing Council Chairperson & School Principal are permitted to request access to the service's resources, records etc. only when necessary to fulfil their management responsibilities. All requests for access will be made to the Director.

Confidentiality of records kept by approved provider

The approved provider of an education and care service must ensure that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than—

- (a) to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or
- (b) a parent of the child to whom the information relates, except in the case of information kept in a staff record; or
- (c) the Regulatory Authority or an authorised officer; or
- (d) as expressly authorised, permitted or required to be given by or under any Act or law; or
- (e) with the written consent of the person who provided the information.

| National Regulations | |
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| Part 4.7 | Governance and Leadership |
| Regulation 181 | Confidentiality of records kept by approved provider |
| National Quality Standard | |
| QA 7 | Governance and Leadership |

*Effective from May 2021
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