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# WOODSIDE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

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## **Policy on Governance & Management**

### **Policy Statement**

The Woodside Primary School Out of School Hours Care Service will provide a quality Out of School Hours Care Service. It will make every effort to reflect the individual nature of the community and will encourage parent input and take into account the needs of the children, parents, and staff in the operation of the Service.

The Management Committee will ensure that decisions are made in a proper way in accordance with the Service Philosophy and in the best interests of the Service.

### **Policy and Procedure**

The Policy will be implemented by providing relevant information to all Management Committee Members. Information will be shared through minutes and Committee Meetings.

The Operator is the body which has signed an agreement with the Department of Family and Community Services to provide an Out of School Hours Care Service.

The Operator of Woodside Primary School OSHC is Woodside Primary School Governing Council.

The OSHC Management Committee is a subcommittee of Governing Council made up of OSHC parents.

The Operator will ensure that the Service is managed in accordance with Department for Education, and the Department of Health and Family Services requirements. Committee members will know the requirements regarding:

- The formal roles of the chairperson, secretary and treasurer

The Operator/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 Operator/Director is responsible to the Department for Education for ensuring that the Service meets all Department requirements:

[https://www.education.sa.gov.au/sites/default/files/oshc-policy.pdf?acsf\\_files\\_redirect](https://www.education.sa.gov.au/sites/default/files/oshc-policy.pdf?acsf_files_redirect)

- Much of the work of the Operator will be achieved through the OSHC Management Committee.
- Membership of the committee will be open to all parents using the Service.
- Parents will be actively encouraged to participate.

- The management committee will make recommendations to the Operator for its endorsement (ratification), and shall not make decisions or act on behalf of the Service without Operator 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.
- A member of the School Governing Council will represent the Operating body on the OSHC management committee.
- OSHC management committee members will be elected in accordance with government organisational guidelines and requirements and the Operator's 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.
- 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.
- The committee will ensure the Service's Philosophy Statement reflects the needs and values of its clients by evaluating the statement annually. The committee will also ensure the operation of the Service is always consistent with the philosophy statement.
- Policies and procedures will be strictly followed by the committee. They will be regularly reviewed to ensure they meet current needs.
- 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
- A process of appeal will be included in parent, staff and committee handbooks, should anyone wish to question a decision of the committee
- Responsibility for the day-to day operation of the service is delegated to the Director. Any matters that the Director is not confident about resolving, or determines to be significant, will be brought to the attention of the Operator for discussion as soon as possible.
- Where urgent decisions need to be made, an executive decision may be made by the School Principal and the Director.
- The Director will be a member of the management committee. At committee meetings the Director 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.
- A staff member may ask to attend the management committee meeting to raise issues on behalf of the staff and to provide feedback to other staff on the committee's decisions. This member will be bound by the rules of confidentiality that apply to all members.
- Communication between the Operator and staff in relation to their work or the operation of the service will be through the 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

who will determine a mutually convenient time. The service policy on 'Confidentiality' will be strictly observed. Confidentiality will be maintained at all levels by all people.

- Professionals may be invited to attend committee meetings to discuss particular issues.
- All members should be aware of the grievance policy and, should conflict arise, the grievance procedure should be set in place and all steps adhered to. Where parties cannot resolve issues, they will begin mediation. Matters must not be left unresolved for longer than two months.