



Nurture for today • Learning for tomorrow • Character for eternity

Kempsey Adventist School

OOSH Management & Governance Policy

Rationale

The KAS OOSH service understands that it has legal responsibility associated with setting up and operating a service.

KAS also understands its responsibility to maintain appropriate governance arrangements for the service that reflects the legal status and authority to hold a provider approval and service approval, and to effectively manage the service.

Aims

The KAS OOSH service will provide a quality education and care service and will operate according to all legal requirements. It will make every effort to reflect the special nature of the community and will encourage family input and take into account family, children and staff needs in the operation of the service. The approved provider will ensure that decisions are made in a legitimate way and in the best interest of the service.


Execution

- The approved provider will ensure the organisation is properly setup and operates in accordance with relevant legislation and in financially responsible manor.
- The approved provider will ensure all members of the management team are oriented into the roles and responsibilities of maintaining the legal operation of the service.
- Families will be actively encouraged to participate in the management of the service by providing feedback on the service and attending community events.
- The approved provider is responsible for the regulatory authority for ensuring that the service operates in accordance with the conditions of approval. This includes ensuring the presence of a nominated supervisor, the design, safety and maintenance of the premises, minimum number of staff and their qualifications, that staff who have contact with children are fit and proper, number of children in education and care with various age groups is not exceeded, appropriate policies, procedures and records are in place, etc.
- The approved provider is responsible to notify the regulatory authority of those circumstances set down within education and care services national law in relation to changes that may require amendments to provider approval, service approval, supervisor certificates or nominated supervisor status.

- The approved provider is responsible for ensuring the effective strategies and resources are in place to allow the nominated supervisor to realistically achieve his/her role as required by the education and care services national regulations.
- At KAS the nominated supervisor will be the principal, who is responsible for the effective supervision and control of the OOSH service.
- Policies and procedures will be regularly updated to ensure they meet current needs. Adopted policies and procedures will be strictly followed by everyone within the service.
- Decisions about the overall management of the service will be made in consultation with stakeholders. This will be achieved through surveys, discussions and at advisory group meetings.
- Responsibility for the day-to-day management of the service is delegated to the nominated supervisor/coordinator. Any matters that the nominated supervisor/coordinator is not confident in resolving or determines to be of significant nature, will be brought to the attention of the approved provider for discussion as soon as possible.
- Progress reports relating to OOSH service will be presented at school council which is made up of school management and community members including local advisors and parents.
- Confidentiality will be maintained at all levels by school council members.

Evaluation

This policy will be reviewed as part of a three year school review cycle.


Adopted by the SC / /
Signed _____ (SC Chairperson)
Date for review / /
