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BEAUMARIS
NORTH
PRIMARY
SCHOOL



PARENT HANDBOOK

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1. PROGRAM PROFILE

An Outside School Hours Care program (OSHC) was introduced at Beaumaris North Primary School in 1994. The program endeavours to replicate the opportunities for relaxation, leisure, security and protection, which parents provide for their children at home. The program also provides both indoor and outdoor activities for the enjoyment of children attending our service with the objectives being to:

- Provide a high-quality care that meets the requirements of working parents and the National Quality Standards at an affordable cost.
- Provide social and recreational activities in a stimulating, safe and fun environment where children are encouraged to reach their full potential.

The expectations of the education program is to contribute to the following outcomes for each child:

- Children have a strong sense of identity.
- Children are connected with and contribute to their world.
- Children have a strong sense of wellbeing.
- Children are confident and involved learners
- Children are effective communicators.

The Program operates within the National Quality Framework for Early Childhood Education and Care, according to the Beaumaris North Primary School OSHC Operations Manual and is licensed under the Education and Care Services National Law and National Regulations (2011) for 120 places per session.

The School Council of Beaumaris North Primary School has the overall responsibility for the management of the program and employs the program staff. A management committee, which is a sub-committee of the school council, oversees the OSHC program.

The service has a team of dedicated and experienced staff who individually and collectively offer a variety of talents to complement the diverse program.

The Program Coordinator ensures an adequate number of staff, at a ratio of at least one staff member to every fifteen children, are on duty at all times. A minimum of two staff are on duty at all times. At least one staff member on duty will have appropriate First Aid, Anaphylaxis Management and Asthma Management qualifications.

Indoor activities are provided in the main OSHC room and the use of the art the school where there is a mix of spaces that cater for both passive and active recreation for children of all year levels.

Outdoors there is a range of play and sporting equipment to facilitate individual and team based games and sports.

9.1 Philosophy

At Beaumaris North OSHC we aim to provide a safe, secure and stimulating environment which meets the needs of our community and the standards, regulations and recommendations outlined in the National Quality Framework. We strive to provide children and families with an atmosphere that is warm, welcoming and supportive. We recognise and strongly value the importance of play and leisure in children's learning and development and believe that children should have freedom of choice in the 'play' experiences they participate in. Our program is guided by the 'My Time, Our Place' framework and therefore we acknowledge time and place as children engage in a range of play and leisure activities and experiences that support them to: feel happy, safe and relaxed, interact with friends and practice social skills, solve problems, try new activities, and learn life skills. With encouragement and guidance, children have opportunities to engage in meaningful experiences which recognise the individual interests and needs of the children in our care.

At Beaumaris North OSHC we recognise and respect parents as the primary caregivers in their children's lives. We aim to promote a positive relationship with families with open and effective communication in order to provide and encourage a positive OSHC community.

We have strong links with our school and the classroom teachers and share the core values of the Beaumaris North Primary School community; Care, Empathy, Respect, Responsibility and Trust. The familiarity and consistency of these values ensures a smooth transition from the child's school day into the complementary Outside School hours Care environment.

At Beaumaris North OSHC we acknowledge the Boon Wurrung people as the Traditional Owners of the land we are situated on. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

2. HOURS OF OPERATION

Before School: 7.30 am – 8.45 am

After School 3.30 pm – 6.00 pm

Pupil free day: 7.30 am – 6.00 pm

When classes finish early (on the last school day of each Term), the Program commences at the earlier time to accommodate parents' requirements.

3. FEES

Before School Care (<i>includes breakfast</i>)		\$16
After School Care (<i>includes afternoon tea</i>)		\$27
Pupil-free Day	Full Day 7.30 am – 6pm	\$60
	Half Day 7.30am – 1pm or 1pm – 6pm	\$30

- Late pick up after closing time (6pm) **\$25** per child for every 15 mins or part thereof. (See 9.4 c)
- Non-cancellation of booking: Full session fee applies, as the program is staffed based on the anticipated bookings for that session. (See 9.3)
- 8 day cancellation policy (See Fee policy)
- Notification of fee changes will be made in writing to the OSHC families.
- Fees are charged for the whole session booked regardless of the number of hours used and for absences where no cancellation has been received.

Fees are subject to change depending on economic factors. Further details of Fee Policy are available in the OSHC Policy Manual in the OSHC Office.

3.1 Child Care Subsidy (CCS)

The Child Care Subsidy is the main way the Government assists families with their child care fees. On 2 July 2018 the Child Care Subsidy replaced the Child Care Benefit and Child Care Rebate. The Child Care Subsidy is paid directly to services to be passed onto families.

There are also changes to the annual cap which will make child care more affordable for most families.

Three things determine a family's level of Child Care Subsidy:

- A family's annual adjusted taxable income determines the percentage of subsidy they are eligible for
- An activity test determines how many hours of subsidised care families can access, up to a maximum of 100 per fortnight, and
- The type of child care service determines the hourly rate cap.

Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child. These include:

- the age of the child (must be 13 or under and not attending secondary school)
- the child meeting immunisation requirements
- the individual, or their partner, meeting the residency requirements.

For more information and to claim please see the following link:
<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

3.2 Allowable Absences

The Department of Human Services pay the subsidy for up to 42 absences for each child per financial year. You can use these absence days for any reason, including if the child is overseas. They don't require evidence.

Absent days are only counted if you would have otherwise received Child Care Subsidy on that day. This includes public holidays.

In special circumstances, they Department may subsidise your child care fees beyond the 42 days. Talk to us about this and any supporting document requirements.

The Department of Human Services will cancel your enrolment details in their system if your child has not attended child care for 8 continuous weeks. If they do this, they'll stop paying your subsidy.

4. HEALTH & SAFETY

- The Program is staffed by a Program Coordinator, who ensures an adequate number of staff is on duty at all times. For every 15 children, one educator is on duty, with a minimum of 2 educators always on duty.
- The service provides a healthy and balanced breakfast at Before School Care and a snack for After School Care. Children are closely supervised at meal and snack times and only consume food and drink seated at designated tables/floor spaces.
- The service Food Safety Plan is registered with the Bayside City Council who make regular visits to ensure compliance with State and Local Authority Legislation in relation to all food handling requirements. Training in food safety procedures is given to staff by the program's Food Safety Supervisor.

- All equipment used by the Program is suitable for use by primary school aged children and is kept in good repair to ensure the children’s safety.
- At least one staff member on duty will have appropriate First Aid qualifications.
- A clearly marked comprehensive First Aid Kit is kept in the Program room.
- Any child who is hurt or sick will be given immediate care. Emergency contacts will be notified as soon as possible and if required, an ambulance called.
- Medication will only be administered with parental written request (see 9.7 of handbook).
- Parents must not drop sick children off at the Program.
- Children may not enter / exit the Program without the parents (or nominated person) being present (see 9.4 and 9.5 of handbook).
- A child whose behaviour places other children in danger will be asked to leave the Program (see Code of Conduct in handbook).
- As BNPS is a SunSmart school, hats and sunscreen must be worn outside during September and April.
- Emergency evacuation procedures are followed as per DEECD regulations. Maps of the buildings and rooms used by the Program with exits clearly marked are displayed in the relevant rooms.

Parents can refer to relevant policies in the OSHC Policy Manual located in the OSHC Office.

5. ACTIVITIES

The Program is designed to provide a variety of activities to meet the children’s out of school hours needs. On arrival at each session the children are signed in and provided with a healthy breakfast or afternoon tea. After refreshments children are given the opportunity to participate in a variety of activities and experiences which include:

- Art and craft
- Maths, Science and Technology
- Gardening
- Music and Movement
- Team games

- Sports e.g. soccer, tennis, football, volley ball
- Indoor games and activities e.g. board games, construction etc.
- DVD's /TV G and PG (with parental consent)
- Imaginative play e.g. Dress-ups and props
- Loose part play
- Occasional Incursions/Excursions

Children who prefer to relax or need a quiet time at the end of the school day are catered for.

A quiet area is also available for those children wishing to do homework.

6. CODE OF CONDUCT

Beaumaris North Primary School's Code of Conduct as detailed in the School Charter will be applied for the OSHC program.

Our policy is based on the following right for children to be:

- Safe
- Treated with respect and courtesy
- Able to work and play without interference from others
- Able to talk to others about problems
- Able to receive assistance from others

Additionally, the following guidelines will be used in OSHC in relation to student code of conduct.

Occasionally, it is necessary to instantly remove a child from a program where the child:

- Behaves in such a way as to constitute a danger to the physical and emotional health of any staff member or other child;
- Consistently and deliberately fails to do as they are asked by a staff member;
- Is in such a condition as to be offensive or dangerous to the health of any staff member or other child.

Further details about the OSHC management of children's behaviour can be sourced in the OSHC Policy document.

7. BOUNDARIES – PLAY AREAS

There are certain areas where the children are permitted to play. These include the main OSHC room, the science room, the two bitumen areas including under 'Sherril's Shed', the oval, playgrounds, Year 3 rooms, basketball courts, sand pit areas and the art room.

Out of Bounds areas are any bush/treed areas, anywhere near the school fence perimeters, car parks, the bike shed, (unless under staff supervision).

Activities and play are supervised by qualified and responsible educators. At least one educator will be stationed outside if children are playing in the play areas and two staff if more than 15 children are outside.

8. GENERAL RULES

- Parents/Guardians are requested to go through the following rules of the program with their children so that the children know what is expected of them when attending the OSHC program.
- Children are responsible for their own possessions.
- Children must be seated at designated tables/floor spaces when eating or drinking.
- Children are expected to pack up materials/equipment they have used before moving on to another activity.
- Children are not allowed to go outside without an educator being present.
- Children are not allowed to play in the toilet areas or in areas designated out of bounds.
- Children must let an educator know if they are going to the toilet and must go in pairs or be escorted to the toilet area by an educator.

9. OSHC PROCEDURES FOR PARENTS

The procedures detailed in this section have been documented to ensure clarity between parents using the Program and those managing the Program. If the procedures are followed, unnecessary confusion and disappointment will be avoided.

9.1 Enrolment

1. Complete the School's OSHC official enrolment and medical details form. It is a legal requirement that all children using the Program have enrolled using this form.

Note:

- *Where a child is diagnosed with a medical condition including Asthma, Diabetes or at risk of Anaphylaxis a risk minimisation plan and a medical management plan signed by your child's doctor **MUST** be supplied before commencement of care.*
- *A copy of any court order, parenting order or parenting plant relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child must be supplied to the Program Coordinator.*

2. Advise the Program Coordinator in writing of any changes to enrolment details as they occur.

9.2 Bookings

Bookings can be made on a permanent and/or casual basis. Casual bookings need to be made by the following times:

Before School Care (BSC) – preferably by 6.00pm day prior or by 7.30am on the day of attendance. After School Care (ASC) - by 9.00am on the day of attendance.

A Parent or Guardian of children arriving at After school care without a booking will be notified to confirm placement or will be asked to collect the child if a place is unavailable.

Casual bookings due to emergency or unexpected circumstances may be possible for ASC by contacting the service and/or calling the school office by 3.15 pm. If there is not a place available parent/guardian will be contacted as soon as possible.

Messages can be left anytime (24/7) on the OSHC answering machine **0484 916 457**.

9.3 Cancellations

Cancellations need to be made a minimum of 8 days prior to booked attendance or the full fee will be charged.

Persistent cancellations for the same times/days will lead to the loss of the permanent place at the discretion of the OSHC Coordinator and Committee.

If your child is collected from school prior to the end of the school day due to sickness or for any other reason please ensure that you cancel their after school care booking by calling 0484 916 457 or by sending an email to oshc@beaumarisnorthps.vic.edu.au (Please note: even if you have logged your child's absence on Compass you still need to contact OSHC to let us know).

Please Note: Failure to notify the Coordinator of absences means that the program staff and/or school office staff must spend their time trying to locate your child.

9.4 Drop Off & Pick Up

MORNING DROP OFF

1. Using designated entrances to the School, accompany your child into the OSHC room no earlier than 7.30am.

Note: Parents are not permitted to drive their car into the school grounds.

2. Report to an educator and write your signature on the attendance record sheet.

Note: No child is allowed to sign themselves in to morning care unless written approval has been given by the Program Coordinator.

3. Advise the Program Coordinator in writing if someone is picking up your child other than yourself or an authorised person on your enrolment form.

PICK UP

Educators are legally not permitted to allow children to leave the program with an unauthorised person.

Note: Please ensure that the Coordinator has been advised if someone other than yourself or person/s nominated on enrolment form is picking up your child.

1. Using designated entrances to the School, collect your child from the OSHC room.

Note: Parents are not permitted to drive their car into the school grounds.

2. Parent or nominated adult must sign their children out of the afternoon program. It is essential that authorised person report to an educator when collecting their child/ren. Please note: If the educator is unfamiliar with the person collecting your child they will be asked to provide photo identification.
3. In the event of pick up being after 6pm, please call prior to 6pm to advise the Program Coordinator. The late fee expense will be added to your account.

PREP PICK UP AND DROP OFF

Prep students are picked up from their classrooms for the whole of the school year by one of our educators when they are booked into OSHC.

In the mornings the Prep students are walked across to their classrooms just before 9am by one of our educators and are signed in on the roll by one of our educators.

GETTING TO AFTER SCHOOL CARE

All students (with the exception of Prep) make their own way to the OSHC room for after school care.

9.5 Payment of Fees

Casual Attendance: payment to be made on day of attendance.

Permanent Attendance: Invoice/Statements will be issued on Fridays for the previous week's attendance with payment due by the date noted on the invoice (usually within 1 week). Any payments or changes made to bookings by 6.00pm on Thursday may not be reflected in the current week statement and will therefore show in the following week.

Payment options are by cash to the Coordinator, QKR or Direct Deposit. EFTPOS payments can be made at the OSHC program or at the school's front office.

Failure to pay

Failure to pay fees regularly will result in the school taking further action, such as forfeiture of your place in the program. Following payment of arrears a re-enrolment fee may apply to re-join the program.

Payment Difficulties

Families experiencing difficulties in making payments are asked to speak with the Coordinator or Principal.

9.6 Medication

Medication cannot be administered to any child at OSHC without written permission from parents completed on the “Administering Medication” available at the OSHC office.

Parents of students who have asthma, anaphylaxis, epilepsy, diabetes or any other medical condition are expected to provide a written plan for the OSHC educators to follow, in case of an emergency.

9.7 Special Dietary Requirements

Advise the Program Coordinator in writing of any special requirements.

9.8 Communication

Please feel free to discuss any queries or concerns with the Program Coordinator. Your suggestions and feedback about the program are actively sought, as this results in an improved program for your children.

Notices, reminders and important communication about OSHC is posted on the schools management system (Compass).

Notices, program and menu plans are displayed on the main notice board in the OSHC room to keep families informed about activities and service procedures.

A suggestion box and forms are available in the main room for families to note comments or suggestions. Furthermore, fortnightly newsletters include a specific feedback question that can be answered by speaking with educators during pick up or drop off or can be sent via email to oshc@beaumarisnorthps.vic.edu.au

The service regularly publishes OSHC News in the schools WAVES newsletter to share what our students have been up to, to share achievements and to inform families of any program updates or reminders.

Concerns may be raised at any time directly with the Program Coordinator or in writing to the OSHC Management Committee Convener. *Formal Grievance procedures are outlined in this booklet.*

9.9 Extra-Curricular Activities

Parents need to inform the Program Coordinator in writing if their child has been booked in to an extra-curricular activity in the school grounds before/after school, for example basketball training. OSHC students who attend extra-curricular activities before/after school need to be collected and signed from and returned and signed to OSHC by the person supervising the activity.

EXTRA-CURRICULAR ACTIVITIES RUN THROUGH OSHC

We understand that for many working parents it is difficult to find time to attend extra-curricular activities which is why we offer an opportunity for you to enrol your children into extra activities run through OSHC. Information regarding these activities including the costs are made available each term.

Note: All children attending an extra- curricular activity run through OSHC will still come to OSHC as usual and will have an opportunity to eat afternoon tea before being escorted by one of our educators to the activity. Note: An OSHC educator will be present for the entirety of these extra- curricular activities.

9.10 Committee

The OSHC Committee is a sub-committee of the School Council and represents families using the Program. Meeting minutes are submitted to School Council.

Minutes of committee meetings are available from the School Office or from the OSHC office.

Any parent may attend the Annual General Meeting held each March and seek nomination for office bearer or committee member positions. Parents are welcome to join the OSHC committee at any time.

9.11 Volunteers

Parents are welcome to be involved in the program. You may have a particular talent you wish to share with the children or just wish to come down and help in some way. Extra adult help is of great benefit to the children and would be greatly appreciated. **Note: all volunteers must have a current Working with Children Check to participate in our program**

10. FUTURE OF THE PROGRAM

As the demographics in Beaumaris change in the future, it is feasible that a higher percentage of families will include working parents and require a service such as this in the local community.

Beaumaris North Primary School offers the OSHC Program as a service to the community. The School, the School Council and the OSHC committee are all actively involved in ensuring the success of the Program and planning for the future.

We trust that you will feel confident in the quality of support and variety of activities provided for your child/ren.

11. INFORMATION PRIVACY ACT 2000

Both laws balance the need for the collection and use of information about an individual with the privacy rights of that individual.

The Information Privacy Act contains 10 Information Privacy Principles to guide the collection and handling of personal information by the whole Victorian public sector, including state schools.

The Privacy Principles seek to minimise risk of misuse of personal and health information. They also give individuals some control over what happens to their information.

Privacy law and policy protects personal information from misuse. This law also limits the information we at school are able to divulge to other people.

Further information can be found in the OSHC Policy Manual located in the OSHC office.

12. GRIEVANCE PROCEDURES

The Beaumaris North Primary School Outside School Hours Care Service aims to provide and maintain a positive and harmonious environment for staff and families.

Any concerns affecting the service operation will be dealt with promptly and fairly.

Child Complaints

Children are encouraged at all times to discuss with the Coordinator and/or an educator any concern they may have of:

- Their participation in the program.
- The policies, procedures and program activities of the OSHC program.
- The facilities and equipment provided for use.
- Conflict that arises between other children and/or staff.

The procedure is as follows:

1. Discuss your grievance with the party concerned.
2. If unsatisfied with the outcome, discuss the matter with the Coordinator or ask your parent to do so on your behalf.
3. If you are not satisfied with the result of discussions the Coordinator will refer the matter to the Convener of the OSHC Management Committee for resolution or you or your parent may write directly to the Convener to explain your concern.
4. The Convener will consider the complaint and within their jurisdiction will determine the matter and advise you in writing of actions implemented.

Parent Complaints

Parents are encouraged at all times to discuss with the OSHC Coordinator:

- Their child's participation in the program.
- The operations, policies and procedures and program activities of the OSHC program.
- The facilities and equipment provided for use.

The procedure is as follows:

1. Discuss your concern with the OSHC Coordinator
2. If the issue is not resolved to your satisfaction you should write to the Convener of the OSHC Management Committee explaining your complaint and request further action.
3. The Convener will consider the complaint and within their jurisdiction will determine the matter and advise you in writing of actions implemented.

Parent and Staff Conflict

1. Discuss your grievance with the relevant staff member.
2. If unsatisfied with the outcome, discuss the matter with the Coordinator.
3. If you are not satisfied with the result of discussions the Coordinator will refer the matter to the Management Committee Convener or you may write directly to the Convener to explain your concern.
4. The Convener will consider the complaint and within their jurisdiction will determine the matter and advise you in writing of actions implemented.

The OSHC Management Convener will:

- Refer to the School Council all complaints outside their jurisdiction and recommend to School Council appropriate action/s to be taken.
- Implement School Council instructions as required.

The School Council Representative will advise you in writing of action/s implemented.

13.MEDICAL CONDITIONS POLICY

VALUES

Beaumaris North Primary School Outside School Hours Care service believes that the safety and wellbeing of children with potentially life-threatening conditions is a whole-of-community responsibility.

Medical conditions including asthma, anaphylaxis and diabetes need to be effectively managed to ensure that staff are able to adequately care for the needs of children. The management of such medical conditions needs to include the child, the parents, the staff and medical professionals. With effective management of medical conditions children will be able to participate in all aspects of quality care and education.

The service is committed to:

- Facilitating the effective care and health management of children with asthma, allergies, anaphylaxis, diabetes or other diagnosed medical conditions.
- Providing, as far as practicable, a safe and healthy environment in which children at risk can participate equally in all aspects of the children's program and experiences.
- Implementing a range of specific procedures and risk minimisation strategies to reduce the likelihood of common allergens.
- Raising awareness about allergies and anaphylaxis amongst the service community and children in attendance.
- Actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for their child.
- Ensuring staff are aware of the medical management plans and treatments for children who may require emergency medication.
- Facilitating communication to ensure the safety and wellbeing of children.

Staff and parents need to be aware that it is not possible for an education and care service to remain totally allergen-free considering the nature of such a service and the involvement with a large number of children, parents, staff and community members.

Relevant Legislation: *Education Care Services National Law 2010 and Education and Care Services National Regulations 2011.*

PROCEDURES

Identifying children with diagnosed medical conditions

At the time of enrolment parents will be asked to identify if their child has a diagnosed medical condition, including the diagnosis of asthma, at risk of anaphylaxis or diabetes. Where the parent indicates a diagnosed medical condition, they will be required to work with the service to develop a Risk Minimisation Plan, Communication Plan and will need to provide an Emergency Action / Medical Management Plan that has been (preferably) developed in consultation with their treating medical practitioner. Parents will be provided with a copy of the services Medical Conditions Policy.

Children with a food preference or dietary restriction

At the time of enrolment parents will be asked to identify if their child has a food preference, or dietary restriction, for the purpose of this policy they will not be required to present an Emergency Action / Medical Management Plan but will still need to develop a Risk Minimisation / Communication Plan in consultation with the Coordinator.

Allergies that are not medically diagnosed

Parents/ Guardians who identify that their child has a non- medically diagnosed minor allergy such as a 'sunscreen allergy' for the purpose of this policy will not be required to present an Emergency Action / Medical Management Plan but will still need to develop a Risk Minimisation / Communication Plan in consultation with the Coordinator.

The Approved Provider / Nominated Supervisor / Responsible Person will:

- Review the enrolment and arrange a meeting for the parents / guardian of any child enrolled in the service who has been identified as having a medical condition including asthma, diabetes, and the diagnosis that a child is at risk anaphylaxis. During this meeting a Risk Minimisation Plan will be developed in consultation with the parent/guardian to ensure:
 - That the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised
 - That practices and procedures in relation to the safe handling, preparation and consumption and service of food are developed and implemented
 - That the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
 - Practices ensuring that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented
 - That the child does not attend the Service without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or relevant medical condition

- Ensure that a Communication plan is developed with the parent to determine the most appropriate means of communication about the child's diagnosed medical condition. The parent will be notified during this time of how to communicate any changes to the medical management plan and risk minimisation plan.
- Ensure each affected child's Emergency Action / Medical Management Plan is kept on file and displayed as appropriate.
- Ensure that all staff are aware of any child enrolled in the service who has been identified as having an allergy or has anaphylaxis, a diagnosis of Asthma, diabetes or any other diagnosed medical condition, this is done through induction, the communication document and through the displayed photos.
- Ensure that staff working with food are trained in appropriate Food Handling and Hygiene practices.
- Ensure that at all times children are being educated and cared for at the service an educator with current accredited First Aid, CPR, Anaphylaxis and Asthma training is in attendance.
- Ensure that an adequate number of staff have received training in Anaphylaxis, including the administration of an Epi-Pen and emergency Asthma treatment as stated in the Education Care Services National Law Act and National Regulations.
- Ensure that staff are trained in identifying signs of hypoglycaemia and hyperglycaemia should a child with this condition be enrolled.
- Where a child is enrolled with other diagnosed medical conditions the service will endeavour to have a staff trained in any emergency response first aid that may be relevant and appropriate.
- Ensure that all staff are aware of where any medication for the treatment of allergies, such as antihistamine or an Epi-Pen, asthma medication or other emergency medication is stored.
- Ensure that there is signage to indicate where each child's medication is stored.
- Ensure that a child's medication or Epi-Pen is taken with the child should the child leave the service for an excursion.
- Regularly check the expiration date on any medication and contact parent/ guardian when medication is due to expire.

- Put out termly reminders on Compass or in OSHC Newsletter to remind parents/guardians of the need to update the service of any changes to their child's specific health care needs.
- Ensure that a notice is displayed prominently in the main entrance of the service stating that a child diagnosed at risk of anaphylaxis is being cared for at the service if applicable.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy

All educators, staff and volunteers at the service will:

- Ensure they have a clear understanding about their role and responsibilities when caring for children with a medical condition.
- Implement the Emergency Action / Medical Management Plan in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.
- Monitor signs and symptoms of specific medical conditions and communicate any concerns to the Coordinator / Responsible Person in charge.
- Adequately supervise all children, including those with specific medical conditions
- Inform the Coordinator / Responsible Person in charge of any issues that impact on the implementation of this policy.

Parents of a child with known allergies or children with anaphylaxis, asthma, diabetes or other diagnosed medical conditions will provide the following information. This is a legal requirement under the Education and Care Services National Regulation and parents are required to complete and update this as requested.

- Inform the service Coordinator on enrolment of the child's "known" diagnosed medical condition.
- Obtain an Emergency Action / Medical Management Plan for the child (preferably) in consultation with the child's treating medical practitioner and provide this to the service Coordinator.
- The parent will assist in the completion of a Risk Minimisation plan in consultation with the Coordinator to identify any perceived risk and determined strategies to reduce the risk.
- Develop a Communication Plan with the Coordinator to determine the most appropriate means of communication about the child's diagnosed medical condition.

- Give permission for the service, or educator to display the Emergency Action/ Management Plan, containing a picture of the child, and parental contact phone numbers, within the service. Parents are to acknowledge that they understand that this will be visible to staff and may be visible to other parents, students and community visitors within the centre.
- Provide any medication including an Epi-Pen (if required), asthma relieving medication and spacer to the service.
- Regularly check the expiration date on any medication.
- Communicate all relevant information and concerns to Coordinator / Responsible person in charge, for example, any matter relating to the health of their child.
- Notify Coordinator / Responsible person in charge of any changes to their child's allergy or specific health care need and provide a new medical management action plan in accordance with these changes.

Self-Administration of Medication – (exert from Medication Policy)

A parent of a school aged child is able to give permission for children to self-administer medication. This approval will be sought on the medication form. Parents should only give approval for this if they know that their child is able to successfully administer the medication. E.g. Ventolin.

Guidelines for Self-Administration of Medication

- Staff are required to check that the medication form has been completed and that the medication is as stated on the medication form.
- Staff are to check the dose prior to the child administering the medication.
- Two staff are to, at all times, witness the self-administration of medication and to sign the form.
- Should staff feel that the child is not able to successfully administer the medication then they reserve the right to administer it on behalf of the child.

Relevant Policies

Medication Policy

Privacy Policy

14. CHILD PROTECTION POLICY

STATEMENT OF COMMITMENT TO CHILD SAFETY

Beaumaris North Primary School OSHC is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Beaumaris North Primary School OSHC has zero tolerance for child abuse.

Beaumaris North Primary School OSHC is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. This will include the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Beaumaris North Primary School OSHC has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

POLICY

Beaumaris North Primary School OSHC believes all children have the right to be free from harm, and to play, learn and be cared for in a safe and secure environment at all times. The Children Youth and Family Act, 2005 requires many professionals to notify Child Protection (Department of Human Services) if they suspect a child has been physically or sexually abused. In 2009, Victoria introduced reforms that have created system designed to intervene early and place the best interests of children at the heart of all decision making.

The now nationally acclaimed Child and Family Information Referral and Support Teams (Child FIRST and The Orange Door) initiative provides access to integrated family services and has ensured that vulnerable families and children receive early intervention and supports before statutory involvement. Teachers, doctors, nurses and police officers are mandated under the Children, Youth and Families Act 2005 to notify to Child Protection (Department of Human Services) of any children and young people under the age of 17 years who have suffered or are likely to suffer physical and/or sexual abuse. In March 2019 the mandated reporter groups were expanded in line with those groups recommended by the Royal Commission. All educators with post-secondary qualifications in the care, education or minding of children and employed or engaged in an education and care service or a children's service are now mandated reporters.

For educators not mandated to make a report all accept and understand that they have a duty of care to notify the Police, Child Protection (Department of Human Services) or Child First / The Orange Door if they are concerned that a child is being abused or neglected.

In addition, and separate to the mandatory reporting obligations, any person of or over the age of 18, who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 must disclose that information to police. Failure to disclose the information to police is a criminal offence, except in limited circumstances such as where the information has already been reported to DHHS Child Protection. The offence applies to all adults in Victoria, not just professionals who work with children.

POLICY STATEMENT

To ensure all Educators are aware of the Child Protection law and their obligations when child abuse is suspected.

IMPLEMENTATION

- Educators are aware of the Child Protection Law and their obligations under this law as outlined below.
- All Educators with post-secondary qualifications in the care, education or minding of children and employed or engaged in an education and care service or a children's service are mandated reporters
- All proprietors, nominees of a children's service, approved providers, and nominated supervisors of an education and care service are mandated reporters.
- Educators who are not mandated reporters all understand and accept that they have a duty of care to notify the Police, Child Protection (Department of Human Services) or Child First/The Orange Door if they are concerned that a child is being or has been abused or neglected.

To ensure children are safe in the Outside School Hours Care environment, Educators will;

- Create an environment that protects children and minimises the risk to children using the program.
- Ensure children's safety is maintained in the program and while they are travelling to and from the program site.
- Complete regular Child Protection training that identifies common signs and indicators of child abuse. This may include online learning opportunities, professional conversations and the reading and review of professional literature.
- Hold a current Working with Children Check.
- Ensure volunteers and students who are in contact with children both directly and indirectly hold a current Working with Children Check.
- Ensure active supervision of the children in care, and the environment they can access, is maintained at all times.

- Display posters in the OSHC main room that display who children can contact for example 000, kids helpline.
- Discuss with children what it means to feel safe and help children identify their feelings. This can be done through the use of suitable picture story books and through the use of role play.

Educators have a responsibility to ensure that:

- All observations of unusual behaviour, changes in behaviour and physical signs which may indicate child abuse are recorded in a confidential manner and reported to the Co-ordinator.
- If a child confides with an educator or voices their concerns, the educator will immediately inform the Co-ordinator or Nominated Supervisor.
- They remain calm and in control of their feelings in order to reassure the child involved that everything is being done to keep him or her safe.
- They continue to monitor the situation documenting any further instances and reporting back to the mandated notifier.

When an Educator suspects child abuse, they will;

- Comply with the Child Protection, or Child First flowchart.
- Inform the Co-ordinator or Responsible Person in charge who will discuss the concerns and determine the appropriate action to take.

The Co-ordinator will:

- In the case of emergency or if a child is in immediate danger contact Triple Zero (000) or the local police station. Alternatively, to report concerns about the immediate safety of a child within their family unit to DHHS Child Protection, call the Child Protection Crisis Line on 13 12 78 (24 hours 7 days, toll free).
- Discuss their concerns with the Principal and the schools Wellbeing Officer.
- Follow the Child Protection Protocol flowchart 'Step by step guide to making a report to Child Protection or Child First'.
- Make a report to DHS Child Protection – Bayside 1300 655 795 (if they believe that a child or children are in need of protection); or

- Make a referral to Child FIRST / The Orange 1300 367 441 (where they have significant concerns for the wellbeing of a child or children).
- Ensure the Regulatory Department is notified within 24 hours via the NQAITS portal if a report has been made to Child Protection or ChildFIRST.
- Ensure the policies are implemented by relevant Educators and have day to day oversight of the policies and their functioning.

The Approved Provider must notify the regulatory authority of:

- Any incident where they reasonably believe that physical and/or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by the service
- Any allegation that sexual or physical abuse of a child has occurred or is occurring while the child is being educated and cared for by the service.

Relevant Policies

Booking Policy

Access to Children Policy

Code of Conduct for Staff Policy

Code of Conduct Interactions with Children Policy

15. ONE CHILD DOCUMENTATION

At BNPS OSHC we use the online documentation program One Child to document your child's learning journey at OSHC. By logging on with a secure username and password you will be able to view your child's learning journey which may include observations, reflections and photographs from their time at OSHC. You will even receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual journey and allows you an opportunity to reflect upon your child's achievements together. You are also able to add your own comments so that us Educators can find out about the learning that they get up to at home.

It is important to understand that your child's image may be used in another child's profile if they are engaged in the same activity. We have included an example of what a group observation may look like below.

The image is a screenshot of a digital document from the 'onechild' platform. At the top, the 'onechild' logo is visible on the left and a user profile icon on the right. Below the header, the text reads: 'By Marian Kesidis | Inside | Monday 23rd of July 2018'. The main title is 'Blockus Championship'. The body text describes a 'Blockus World Championships' event where four students competed for a 'pack up pass'. It mentions that Sheryl was upset because she was coming last, and Tamara offered her encouragement. Kelly came second and reflected on her performance. The text concludes that students used verbal and non-verbal language to communicate and that everyone shook hands and congratulated the winner, Tamara. Below the text is a photograph of four students sitting around a table, focused on a game or activity.

This system is an **OPT OUT** option which means that if you **do not** wish for your child to be included in any online observations or photos you will need to email us at oshc@beaumarisnorthps.vic.edu.au.

We would like to mention that the observations, reflections and learning stories are written by all the educators who work with the children and are made in the moment, so there may be odd spelling mistakes or errors made due to typing fast and we ask that you bear this in mind when reading through the observations!

We would also like to note that with over 400 children attending the OSHC program and depending on the activities / experiences that your child engages in we are unable to confirm how many emails you will receive each term.

Finally, we would like to take this time to remind all parents not to publish any of your child's observations, reflections, photographs or learning stories on any social media site and to keep your login details within your trusted family.

Please feel free to speak with the Coordinator at any stage if you would like some more information.