

(Revised September 2025)

Policy Statement:

The Mueller College Outside School Hours Care (OSHC) Service actively strives to protect the rights, dignity and safety of all people and groups who use the shared facilities of the school community.

Management endeavour to achieve this through the implementation of the following procedures. These procedures are to be implemented should there be a need for the facilities to be shared with other people or groups during the OSHC Service licensed operating hours.

Background:

The Education and Care National regulations require Service providers to have Policies and procedures that help support and maintain the health and safety of children and young people accessing the Service.

Important terms:

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.
Approved Provider	The legal entity responsible for operating the Service and ensuring compliance with legislation.
Nominated Supervisor	The person in day-to-day charge of the Service, responsible for ensuring policies and procedures are followed.
Shared facilities	Any area, room, equipment, or space on school grounds used by both the OSHC Service and other people/groups.
External users	Any person, contractor, or community group using the shared facilities during or outside OSHC operating hours.

Legislation:

National Quality Standard (NQS)

- Quality Area 2: Children's Health & Safety
 3: Physical Environment
 6: Collaborative Partnerships with Families & Communities
 7: Governance and Leadership

2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture, and equipment are safe, clean and well maintained.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

103 (1)	The approved provider of an education and care service must ensure that the education and care service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair. Penalty: \$2200.
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109	Toilet and hygiene facilities The approved provider of an education and care service must ensure that— (a) adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and (b) the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children.
115	The approved provider of a centre-based service must ensure that the education and care service premises (including toilets and nappy change facilities) are designed and maintained in a way that facilitates supervision of children at all times that they are being educated and cared for by the service, having regard to the need to maintain the rights and dignity of the children.

Education and Care Services National Law

167	Offence relating to protection of children from harm and hazards (1) The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400, in the case of an individual. \$57 400, in any other case. (2) A nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400.
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Principals:

To ensure shared facilities are maintained in accordance with the Service safety expectations as outlined in the National Regulations and that children and young people are well supervised and protected at all times.

These shared arrangements between the School and the OSHC Service will include information surrounding:

- Communication between the school, maintenance staff and the Service in regard to shared arrangements.
- The storage and packing arrangements for equipment and materials used in the shared space.
- The accessible entries and exits to the shared space by the Service including emergency exits.
- Evacuation and lockdown procedures for shared facilities.
- Cleaning and maintenance requirements.
- The restricted use of Service pathways during operational hours and maintenance of the agreed procedures for student safety.
- Security and closing procedures for the shared space detailing Service and public responsibility.

Procedure:

Service Pathways

- All educators, families and children and young people will be informed of the presence of service pathways and internal roads on the College premises.
- The internal roads will be accessed by Mueller College grounds staff at agreed times where the safety of children and young people are not compromised. At all times pedestrians will have right of way.
- Service pathways are for the use of Emergency vehicles only, will be shared pedestrian areas, and considered free from College staff traffic during operational hours.
- Educators will ensure that children and young people do not cross internal service pathways or roads without an educator being present to confirm it is safe to cross.
- The Nominated supervisor will coordinate with maintenance staff to ensure the use of internal roads within the vicinity of children and young people are avoided during the Service's operational hours.

- The management committee will support the Nominated supervisor to maintain safe environments around internal College shared pathways by continuously monitoring and reviewing College procedures surrounding vehicles moving through the grounds.

Other persons using the facilities will:

- Comply with Service requirements through prior communication and request to access grounds.
- Not use toileting facilities at the same time as children and young people in the care environment.
- Be requested to move outside the play area of the children and young people attending the Service.
- Not be permitted to use mobile devices or take photographs around where children and young people are playing.
- Not be permitted to loiter around areas to which children and young people are playing.
- Not be permitted to drive a vehicle on site without prior arrangement with the Service Nominated Supervisor.

Educators will:

- Ensure the safety of children and young people is upheld at all times.
- Maintain the expectations for other persons using the facilities listed above.
- Not allow children and young people to access toilets already in use by others using the facilities. Shared toilets used on the school campus will be checked and supervised in accordance with the Service toileting policy and procedures.
- Report any shared access, not prior communicated and arranged to the Nominated Supervisor. This includes any unauthorised vehicle movement.
- Ensure children's safety, dignity, and voices are prioritised whenever facilities are shared.
- Ensure children and young people are never left unsupervised with unknown adults in shared spaces.
- If maintenance staff or visitors are present, educators must maintain active supervision and restrict children's access to those areas.
- Ensure any concerning behaviour by external users or breaches of this policy will be reported in accordance with mandatory reporting laws and the Service's Child Protection Policy.

The Approved Provider and Nominated Supervisor will:

- Maintain communication strategies for external users of the shared facility.
- Ensure at all times the Service is in operation, shared spaces must not be used by other parties to the point that OSHC are in breach of their minimum outdoor licence requirement of 840m² available outdoor space.
- Share the 'Shared Facilities Policy and Procedure' with all employees upon their induction and ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.
- Additional professional development will be provided as needed and during review processes.

- Ensure external providers or community groups accessing shared facilities during OSHC hours must have a valid Blue Card (Working with Children Check) *if they will have contact with children.*

See Also:

- Mueller OSHC Provision of Equipment Policy & Procedure
- Mueller OSHC Spaces and Facilities Required Policy & Procedure
- Mueller OSHC Toileting Policy & Procedure
- Mueller OSHC Child & Youth Risk Minimisation Plan
- Mueller OSHC Providing a Child Safe Environment

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Child Protection Act 1999 (Current as at 20 September 2025)
- Guide to the National Quality Framework, Revised September 2025
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- My Time, Our Place – Framework for School Age Care in Australia – Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. Ver2.0, Revised 2022
- Workplace Health and Safety Act 2011 (Current as at 29 Nov 2024)

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	28/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.2		
MODIFICATIONS	<ul style="list-style-type: none"> • Re formatted • New legislation 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE
	<ul style="list-style-type: none"> • Updated references • Addition of review table 		JAN 2025