

(Reviewed September 2025)

Policy Statement:

The Mueller College Outside School Hours Care (OSHC) Service management seeks to implement measures which provide financial protection and minimise the risk of fraudulent, inappropriate or negligent financial practices. This policy outlines how the Service seeks to protect the financial reputation of the organisation and its ongoing viability.

Background:

The Education and Care National Regulations require Service providers to have policies and procedures that ensure effective financial management, transparency, and accountability in the operation of the Service. This includes the responsible use of Service funds and resources to support the delivery of high-quality education and care.

This policy outlines the procedures for purchasing and procurement within the Service, ensuring that all purchases are necessary, approved, and align with the principles of value for money, ethical behaviour, and sustainability. Clear processes promote consistency, minimise financial risk, and ensure compliance with organisational and regulatory requirements.

Important terms:

Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Nominated Supervisor	The person responsible for daily Service operations and ensuring that this policy is implemented.
Management Committee	The group or individuals responsible for governance and overall accountability of the Service.
Purchase Order System (DMS)	The digital system is used to request, approve, and record all purchases made for the Service.
Pre-Approval	Formal permission is required before any purchase can be made, usually given by the Nominated Supervisor or management staff.
Quotes	Written pricing obtained from vendors for purchases, required for transparency and comparison, particularly for purchases over \$1,000.
Ethical behaviour	Ensuring honesty, integrity, and fairness in all purchasing activities and vendor relationships.

Legislation:

National Quality Standard (NQS)

Quality Area **3: Physical Environment**

7: Governance and Leadership

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.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.
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)	Requires that all equipment and furniture used in providing the education and care service are safe, clean and in good repair.
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PURCHASING AND FRAUD PREVENTION POLICY & PROCEDURE

105	Each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.
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Education and Care Services National Law

301 (3,f)	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;
301 (3,g)	Requirements and standards about the premises to be used to provide an education and care service, including siting, design, layout, space, security and entitlement to occupy;

Principles:

To ensure that all products purchased by the Service are considered in accordance with Finance teams and approved based on safety, environmental considerations, need, inclusivity, purpose and programming.

Procedures:

Educators will:

- Submit all purchase requests via email to the Nominated Supervisor for approval before any purchase is made.
- Ensure all petty cash purchases are under \$30 and receipts are kept for recordkeeping.
- Collect stationery supplies from the front office or request orders through the Purchase Order (DMS) system.
- Use pre-approved vendors and established supplier accounts wherever possible.
- Enter all credit card or purchase details into the DMS as soon as possible after purchase.
- Ensure purchasing practices align with Service values, including open communication, value for money, environmental responsibility, and ethical conduct.

The Nominated Supervisor will:

- Oversee and approve all purchasing and procurement requests made by educators or other Service staff.
- Hold the Service credit card securely and ensure its use complies with policy and financial accountability procedures.
- Process all purchases and payments through the Mueller College Purchase Order and Procurement Request System (DMS).
- Ensure that purchases over \$500 are only actioned after formal approval in the DMS system.
- Require at least two quotes for purchases exceeding \$1,000, ensuring the best value and fairness.
- Maintain open and transparent communication with educators and management regarding purchase decisions and follow-up.
- Share the 'Purchasing & Fraud Prevention Policy and Procedure' with all employees upon their induction and ensure it is available to staff and families at all times.
- Additional professional development will be provided as needed and during review processes.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.

The Approved Provider will:

- Ensure the Service's purchasing procedures are efficient and do not negatively impact day-to-day operations.
- Monitor compliance with procurement principles and update practices in line with organisational and legislative requirements.

Fraud Prevention

The Service is committed to ensuring transparent and ethical financial practices that prevent fraud, misuse, or misappropriation of funds. All purchases and financial transactions must be properly documented, authorised, and traceable through the Service's approved procurement systems. Staff are required to act with honesty and integrity in all financial dealings, and any suspected fraudulent or dishonest activity must be reported immediately to the Nominated Supervisor or Management Committee for investigation in accordance with organisational procedures.

See Also:

- Mueller OSHC Adhering to Manufacturers' Advice Policy & Procedure
- Mueller OSHC Budgeting and Financial Planning Policy & Procedure

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
- 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. Ver 2.0, Revised 2022
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- The Code of Ethics - Early Childhood Australia Inc. (2025 update)

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	12/09/25
POLICY REVIEWED	SEPT2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.2		
MODIFICATIONS	<ul style="list-style-type: none"> • New legislation • Addition of fraud protection 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE
	<ul style="list-style-type: none"> • Updated references • Addition of the review table 		JAN 2025