

(Revised August 2021)

Statement of Commitment:

The Mueller College Outside School Hours Care Service regards as of utmost importance its role in the protection of students in its care. This includes the Service's moral and legal duties to care for students associated with the Service whilst not in the care of their parents or other primary carers. Such a policy includes a statement of commitment to the safety and wellbeing of students whilst attending the Mueller College OSHC Service.

National Quality Standard (NQS):

Quality Area 2: Children's Health & Safety
7: Governance and Leadership

2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
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.
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

84	Requires the approved provider of an education and care service must ensure that nominated supervisors and staff members at the service who work with children are advised of: the existence and application of the current child protection law; and any obligations that they may have under that law.
123	(1) Requires the minimum number of educators required to educate and care for children at a centre-based service is to be calculated in accordance with the following ratios: (d) for children over preschool age, 1 educator to 15 children. (3) If an early childhood teacher or a suitably qualified person is required under Division 5 to be in attendance at a centre-based service, subject to regulation 122 that early childhood teacher or suitably qualified person is counted as an educator at the service for the purposes of this regulation. (5) In sub regulations (1) and (2) a reference to children does not include a child who is, or 2 or more children from the same family who are, educated and cared for at a centre-based service in an emergency for a period of not more than 2 consecutive days on which the service operates. Examples. 1 A child is determined to be in need of protection under a child protection order. 2 The parent of a child needs urgent health care that prevents them caring for the child. (6) An approved provider of a centre-based service must not permit an additional child or additional children to be educated and cared for at the service in an emergency in the circumstances set out in subsection (5) unless the approved provider is satisfied on reasonable grounds that this will not affect the health, safety and wellbeing of all the children attending the service.

Education and Care Services National Law

167	Requires The approved provider and 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.
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Objective:

Mueller College OSHC educators and management will be committed to providing an environment that is safe and promotes the well being of all students at all times.

Procedure:

- To direct educators to ensure that, when setting up for all activities, there is a safe physical environment as far as reasonably foreseeable.
- To actively supervised by at least 2 educators at all times. Educators over 18 years of age, may be alone in an specified area with one group while another is with others attending a different location on campus. A ratio of 1:15 will be maintained in both groups any time the groups are not in close proximity in accordance with the

Education and Care Services National Regulations. At all times a minimum ratio of 1:15 will be maintained at the Service. This ensures that they are protected from harm caused by:

- physical injury; or
 - harassment and other non-physical harm to the student, whether caused by other students, educators, parents of other students or any other person.
- To ensure educators are not alone at the Service with a single student, except in an emergency.
- To ensure educators supervise all areas available to students in accordance with the Service supervision plan.
- To ensure parents are aware and agree to have photos of their child taken at the Service for the use of observation, record keeping, displays, use on Storypark or other similar online reporting programs and advertising if permission is granted.
- To instruct students to inform educators when they wish to go to the toilet. Educators will follow toileting policies at all times. Students will have direct access to the main Service toilets whenever required. When using other parts of the school students will go in groups of two, along with an educator escort to ensure safety. Educators will take students in groups of three of the same sex to toilets when on excursions.
- To ensure Licensee's, Nominated supervisor, educators and volunteers comply with legal requirements to apply for, and hold, a current positive suitability notice under the Commission for Children and Young People Act, 2000, Child Care Act, 2002. Educators with Teacher qualifications may also hold an exemption card due to teacher registration.
- Commit to taking any failure to act in accordance with the Service Policies and Procedures pertaining to child safety to the Management committee for discussion and deliberation on the appropriate outcomes for those involved.

Educators will:

- Ensure they refer to permissions before using photos of students in documentation, records, displays and promotions.
- Complete all necessary operational checklist to ensure safety, including workplace health and safety, playground and cleaning checks.
- Comply with Workplace Health and Safety advice and refer to Child Protection documents and training to inform practice.
- Supervise all areas as directed in the supervision plan.
- Diligently apply for and update blue card information as necessary.
- Follow all policy and procedure to promote the safety and wellbeing of children.

Nominated Supervisors will :

- Support educators in fulfilling the daily duties and systems to promote the safety and wellbeing of children as outlined above.
- Ensure all educators have access to annual Workplace Health and Safety and Child Protection training.
- Will keep a copy of all relevant suitability notices referred to above.
- Will work with management to ensure that the Service and it's educators are aware of all legislative requirements and changes relating to the protection of children, including under the Child Care Act, Commission for Children and Young People Act and other relevant legislation.

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at 1 February 2018
- Education and Care Services National Regulations, Current as at 30 July 2021
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised October 2020
- The Code of Ethics - Early Childhood Australia Inc. (2007)
- Child Protection Regulation 2011 (Current as at 19 Jan 2015)
- Education and Care Services Act 2013
- The Commission for Children and Young People Act 2000 (Current as at 1 Jan 2014)
- Child Care Act 2002 (Current as at 1 February 2010)

See also:

- Mueller OSHC Child Protection Policy & Procedure
- Mueller OSHC Supervision Policy & Procedure
- Mueller OSHC Providing a Safe environment Policy & Procedure