

# General Service Information

## Governance & Management of BEPS OSHC Service

### Introduction

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Brunswick East Primary School (BEPS) Outside School Hours Care (OSHC) Service — is a community managed service established in 1991 to provide education and care for the children of local families outside of school hours.

Brunswick East Primary School acknowledges the Wurundjeri people of the Kulin Nation as the traditional owners of the land on which the School is located, and in the spirit of reconciliation recognise the distinctive rights that Indigenous Australians hold as the original custodians of this land.

### Our Vision:

*To create confident, passionate and curious learners who are highly literate and numerate, have high expectations and are engaged with their community.*

### Our Values:

**Empathy** – Understanding and identifying with members of our diverse community and treating them with compassion and respect.

**Friendship** – Building strong, positive and supportive relationships.

**Creativity** – Encouraging inventive, imaginative and original thinking and expression.

**Resilience** – Developing adaptability, optimism and strength of character to cope with life's challenges.

**Wonder** – Inspiring a sense of awe, fascination and curiosity in the ways we can explore our world.

### The BEPS OSHC Service

BEPS OSHC is located at 195a Stewart Street, Brunswick East, operating on the Brunswick East Primary School grounds primarily in the multi-purpose building, with access to the wider school grounds. Our location within the inner suburbs of Melbourne ensures access to many community assets, including CERES (the Centre for Education, Research and Environmental Strategies), the Merri Creek which flows into the Yarra River, Triple-R radio station, several local parks and the Aboriginal Community Elder's Service aged care facility.

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BEPS OSHC is Australian Government approved to offer funded places for children to provide education and care during the hours before and after-school, and curriculum days. We allocate funded places in accordance with the Australian Government’s Priority of Access Guidelines, giving first priority to children at risk of serious abuse or neglect, second priority to children of single parents who are working, training or studying, with the remaining places filled with any other children from the school and wider community.

This OSHC Service is funded by the Australian Government to provide family assistance through the Child Care Benefit and the Child Care Tax Rebate to families. This Service is approved to provide 106 places per day.

**Before School Care**

The Before School Care OSHC Service operates from 7.30am to 8.45am each weekday during school terms for 41 weeks of the year. BEPS OSHC Service also provides an extensive program of play-based and recreational experiences for the children. A healthy, varied breakfast is provided each morning as part of BEPS OSHC Service.

**After School Care**

The After School Care OSHC Service operates from 3.30pm to 6.00pm each weekday during school terms. BEPS OSHC Service also provides an extensive program of play-based and recreational experiences for the children. A nutritious afternoon tea is provided after-school as part of BEPS OSHC Service.

**Curriculum Days**

The Pupil Free Days OSHC Service operates from 8.00am to 6.00pm, once per term (or as otherwise planned, dependant on Brunswick East Primary School planning and time table). BEPS OSHC Service also provides an extensive program of play based and recreational experiences for the children.

**Public Holidays**

OSHC Service is CLOSED on all gazetted Victorian Public Holidays, and over the Christmas period.

For more information refer to our policies on enrolment orientation, payment of fees and bookings.

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**BEPS OSHC Service History**

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Brunswick East Primary was established in 1893 after much lobbying by the local community of the day. The beautiful old double brick buildings made up the original school premises. Previously, local children had to walk to Moreland to attend school. In 1922 the older buildings were refurbished and more modern additions were built in the early 1970s – a hall, library and open-plan classrooms developed around a central paved courtyard.

BEPS OSHC Service was established as an after-school care program in 1991 to meet the needs of families for school age child-care services outside of school hours. At this time, between five and fourteen children attended each night, and the program received state funding from the Department of Human Services.

In 1995, the National Standards for Outside School Hours Care were introduced by the Australian Government to represent baseline standards for the provision of childcare for primary school age children. BEPS OSHC Service worked at the level of National Standards, and in cases where it was unable to meet some of the standards, procedures were put in place to work towards them.

Originally, there was only two staff, with the before-care service initially being a single-model service. However, as the programs grew, and we adhered to the National Standards for Outside School Hours Care, the number of staff was increased to comply with the 1:15 staff-to-children ratio, and staff members were encouraged to gain relevant qualifications.

By 1996, BEPS OSHC Service began to offer a before-school care program in response to community need. In 1997, following the merger with Brunswick Primary School, the school was refurbished. The merger and refurbishment attracted higher numbers of children to the OSHC Service. By 1998, the program was receiving funding from the Commonwealth Department of Health and Family Services to provide a service for 21 children after-school, and eight children before school.

By 2002 the BEPS OSHC Service reputation of providing quality experiences for children of working parents was spreading in the community. Enrolments increased to 45 after-school places and 25 before-school places, which required employing more staff to facilitate the program.

In September 2003, the after-school numbers rose again to 64. More staff were employed and BEPS OSHC Service registered to participate in the Child Care Quality Assurance system, administered by the National Childcare Accreditation Council, and began working towards the standard required for accreditation for the first time.

In March 2007, BEPS OSHC Service was validated, and met the quality standard required for accreditation, receiving a Certificate of Accreditation, and a Quality Profile Certificate summarising achievements in Child Care Quality Assurance. BEPS OSHC was then required to maintain practice at the accredited level through continuing self-stage and quality improvement. In June 2009, BEPS OSHC was validated once again, and again met the quality standard required for accreditation and was issued new certificates.

In 2009, BEPS OSHC Service was licensed under the Children’s Services Act & Regulations (2009), which saw some changes to the way we operate, including accountability and compliance. This new system was a change for us, and significantly increased the relationships between the BEPS School Council and BEPS OSHC Service for positive outcomes for children and families.

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The service’s most recent renovation with Australian Government *Building the Education Revolution* funding has seen extensive improvements to the main building. The OSHC Service Room was refurbished and made ever so slightly bigger. Staff had to use the school hall for everything, including all activities, afternoon tea and an OSHC administration office. It was a challenging time, as the classrooms also had to relocate. There were kids, furniture and resources everywhere! Once the refurbishment was finished, it complemented another increase in numbers as enrolments rose to 80 children in after-school care. This also saw another increase in numbers of the staff team.

The year 2012 saw another significant legislative change for the service – The Australian Children’s Education & Care Quality Authority (ACECQA) authorised Brunswick East Primary School Council as an approved provider of Outside School Hours Care under *the Education & Care Services National Law Act 2010 (Vic)*, which introduced the service to the National Quality Framework. Once again changing some operational protocols through a set of consistent regulations across the country, curriculum frameworks to guide our program planning, and a new five-point rating and assessment system.

BEPS OSHC Service has been assessed across the seven quality areas of the National Quality Standard, and has been recognised as meeting all quality standards.

In 2017, The BEPS OSHC service increased its numbers again to keep up with the growing school enrolments and demand for care from 94 to 106 children.

## The Legal Framework

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BEPS OSHC Service operates within a legal framework, and adheres to the following key accountability requirements:

- **Compliance with the Education and Care Services National Law**  
 Brunswick East Primary School Council holds a provider approval and a service approval for outside school hours care under Sections 15 and 48 (respectively) of the *Education and Care Services National Law Act 2010*, for the purposes of regulating education and care services for children. BEPS OSHC Service will work within the guidelines of the National Law and where it is unable to meet them, procedures will be put in place to work towards compliance. To assist with compliance, the *Education and Care Services National Law Act 2010* (National Law), and *The Education and Care Services National Regulations 2011* (The Regulations) including the National Quality Standard (Schedule 1 of the Regulations) are available in the administration office and the sign-in sign-out area at BEPS OSHC Service for educators and families to view.
- **Compliance with Family Assistance Law**  
 BEPS OSHC Service is an approved OSHC service under Section 195 of the *A New Tax System (Family Assistance) (Administration) Act 1999*, for the purposes of Child Care Benefit (CCB). To assist with compliance, the Child Care Service Handbook 2012-2013 provided by the Australian Government Department of Education and Training is available online at:  
<https://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/early-childhood-child-care/child-care-service-handbook>
- **Accounting for Australian Government Funds**  
 BEPS OSHC Service uses registered Child Care Management System (CCMS) software to record

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child, enrolment and attendance information. BEPS OSHC Service reports this data to the Australian Government via the internet to allow calculation of payment of CCB fee reductions on behalf of children and families who utilise BEPS OSHC Service. To assist with compliance, the Child Care Service Handbook 2012-2013 (as detailed above) is referred to for information about the policy framework and rules for Australian Government Child Care Support, and how to manage CCB and other child-care payments.

- **Ensuring BEPS OSHC Service remains financially viable**  
 BEPS OSHC Service has a general duty of reasonable care to ensure it operates within budget constraints. Its finances are monitored to prevent the risk of trading insolvent.
- **Employing staff in line with industrial obligations**  
 BEPS OSHC Service abide by all industrial awards, agreements and conditions of employment, including clear and appropriate position descriptions, appropriate pay and conditions, a safe and healthy work environment, equal opportunity, staff professional development and training, and a clear and fair process for staff appraisal.
- **Adherence to any other laws applicable in a workplace**  
 BEPS OSHC Service is subject to other legislative instruments including the *Victorian Occupational Health & Safety Act 2004*, the *Victorian Equal Opportunity Act 2010*, *Victorian Charter of Rights and Responsibilities Act 2006*, *Victorian Working with Children Act 2005*, *Victorian the Commonwealth Fair Work Act 2009*, *Victorian Fundraising Act 1998*, *Victorian Information Privacy Act 2000*, *Victorian Health Records Act 2001*, and the *Commonwealth Privacy Act 1998*.

### **Accountability and Management of BEPS OSHC Service**

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The National Quality Framework for Early Childhood Education and Care & School-Age Care (NQF) encourages continuous improvement in the quality of programs provided at BEPS OSHC Service, ensuring children in care have positive experiences that foster all aspects of their development. This influences all levels of management and accountability at BEPS OSHC Service including the community, governing bodies, the School Council, BEPS OSHC Management Sub-committee and employees of BEPS OSHC Service.

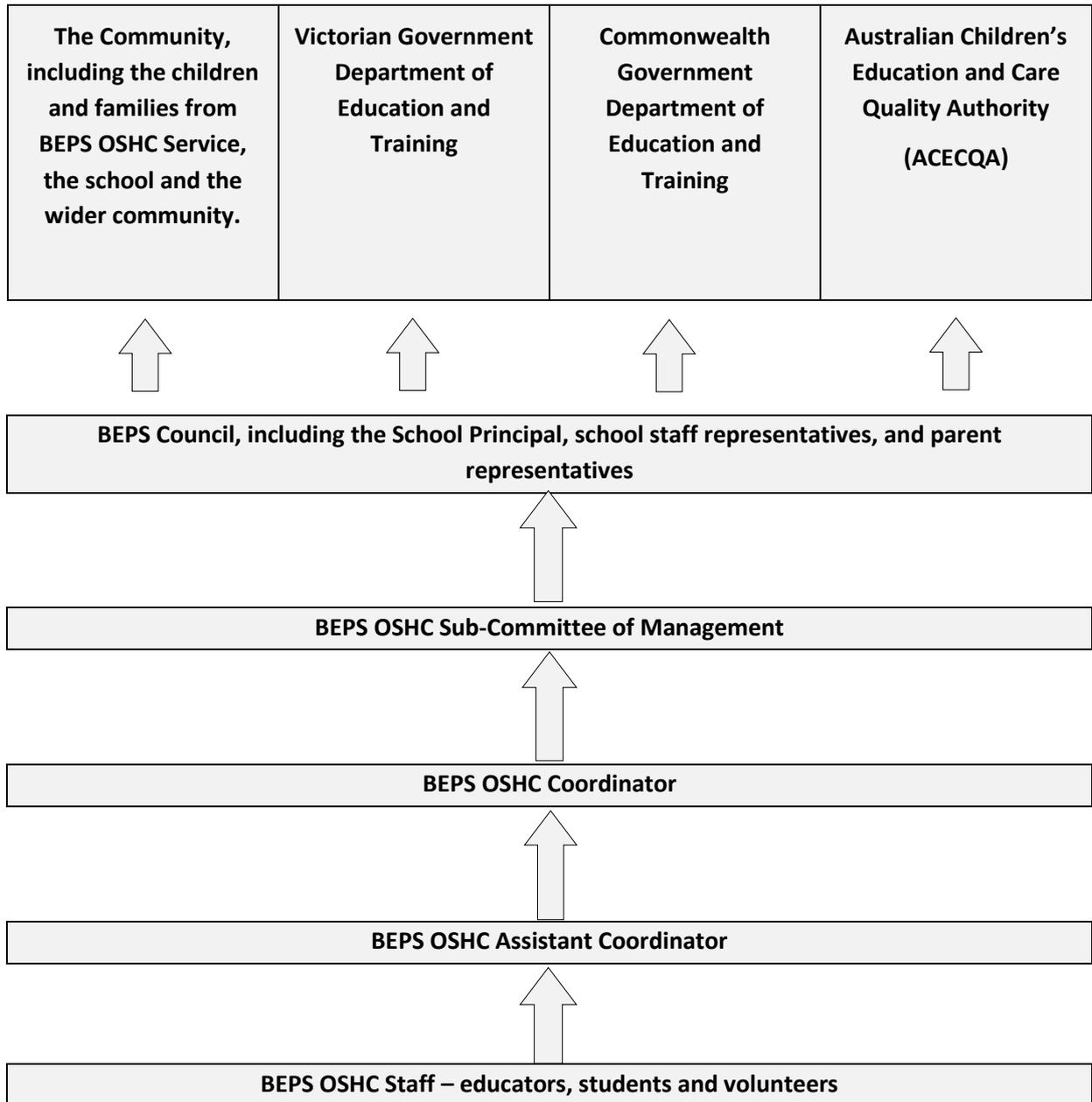
To support understanding and compliance of the NQF, the National Quality Framework Resource Kit, the Framework for School Age Care, and the Victorian Early Years Learning and Development Framework are available at BEPS OSHC Service in the office.

The Brunswick East Primary School Council is the Approved Provider of BEPS OSHC. The management of the service lies with the BEPS OSHC Sub-Committee of Management. A Coordinator is employed to administrate and manage BEPS OSHC Service on a daily basis.

The BEPS OSHC service will ensure that all financial, administration, accountability and reporting processes and tasks are completed to the satisfaction of the sponsoring body, the Brunswick East Primary School Council and the OSHC Sub-Committee of Management, parents, staff and relevant government authorities.

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The following diagram illustrates the way in which accountability is regarded within the management structure:



**The Community**

The community, including children and families from BEPS OSHC Service, the broader school community and the wider community, expect BEPS OSHC Service to operate an educational program

outside of school hours that provides a rich and diverse range of experiences that promote children’s learning and development in a safe and predictable environment.

The community expects the School Council to provide:

- effective leadership and management that contributes to a quality environment for children’s learning and development outside of school hours
- qualified and effective educators who create respectful relationships with children and families
- affordable, quality education and care outside school hours, reflecting the needs and capacity of the community, ensuring that fees paid contribute directly to the education and care of children outside school hours.

Over many years the BEPS OSHC Service has built up some really strong partnerships with the families. BEPS OSHC Service recognise that family is the most significant part of a child’s life. Given that the service plays such an important role in assisting in the child’s development, the BEPS OSHC Service aims to form strong partnerships with families.

Opportunities exist for all parents to suggest and even conduct activities and experiences with our children. BEPS OSHC Service has had parents conduct cooking experiences, musical workshops, art and craft and sporting activities. Whether families are planning to conduct an activity or provide general feedback, BEPS OSHC Service would love to hear about it. Families can give verbal feedback to any of BEPS OSHC Service educators, or leave written comments and suggestions on the clipboard located next to the sign-in sign-out book.

BEPS OSHC Service takes all feedback very seriously and aims to address all suggested changes to the program.

**The Australian Children’s Education & Care Quality Authority (ACECQA)**

The Australian Children’s Education & Care Quality Authority (ACECQA) is an independent statutory body responsible for guiding the implementation of the National Quality Framework nationally. ACECQA expect the School Council to:

- provide effective leadership and management that contribute to a quality environment for children’s learning and development outside of school hours
- maintain a relationship with the State Regulatory Authority (DEECD) with whom ACECQA guide and support in the administration of the education and care service national law, including the National Quality Framework

The Australian Children’s Education and Care Quality Authority (ACECQA) can be contacted at:  
 Site Address: Level 15, 255 Elizabeth Street, Sydney, NSW, 2000  
 Postal Address: PO Box A292, Sydney, NSW 1235

Email:	<a href="mailto:enquiries@acecqa.gov.au">enquiries@acecqa.gov.au</a>
Phone:	<b>1800 181 088</b>
Website:	<a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a>

### **Victorian Government Department of Education and Training**

As the regulatory authority, the Victorian Government Department of Education and Training provides BEPS OSHC Service with approval to provide an education and care service for school-age children in connection with the compliance of a service under the National Law and the Regulations. Under this approval, BEPS OSHC Service agrees to:

- accept the responsibilities and understands obligations associated with operating the service,
- be satisfied at any time that BEPS OSHC Service is in compliance with the National Law,
- accept responsibility to promptly remedy or repair any identified risky or non-compliant practices or activities.

The Department of Education and Training North Western Victoria Regional Office can be contacted at:	
Site Address:	Level 2, 189 Urquart Street, Coburg VIC 3058
Regional Office email:	<a href="mailto:nwvr@edumail.vic.gov.au">nwvr@edumail.vic.gov.au</a>
Regulations enquiry email:	<a href="mailto:licensed.childrens.services@edumail.vic.gov.au">licensed.childrens.services@edumail.vic.gov.au</a>
Regulations enquiry line:	<b>1300 307 415</b>
Regional Office Phone:	<b>(03) 9488 9400</b>

### **Australian Government Department of Education and Training**

The Australian Government Department of Education and Training funds BEPS OSHC Service to operate an education and care service for school-age children under school age in connection with the compliance of a service under the Family Assistance Legislation, for the purposes of CCB. Under this approval, Brunswick East Primary School Council agrees to:

- be the legal sponsor
- accept the responsibilities to meet conditions of funding
- liaise with and be represented on management committees
- ensure that the needs of the Service in terms of staff, venue, facilities, privacy, safety and hygiene are met in accordance with the funding guidelines and the National Law
- work in the best interests of the children and families using the service, as well as in the best interests of the local community
- be accountable for the use of funds received from the Australian Government and how these funds will be spent.

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The Department of Education and Training Child Care Approvals Team & CCMS Helpdesk can be contacted at:

General Enquiries Line: **13 36 84** (8am to 6pm)

Child Care Management System Helpdesk line: **1300 667 276**

Approvals Team: **1300 363 079**

### **The Brunswick East Primary School Council**

The School Council is the approved provider of the OSHC Service. The School Council will ensure that the day-to-day management of the service meets with the requirements set by the Department of Education, Employment and Workplace Relations and legislation set by State and Commonwealth Governments under the direction of a sub-committee made up of school, parents and staff representation.

The School Council has the responsibility to ensure that all aspects of the service, including policy, program and budget development, approval of all expenditure of the budget, staffing decisions and management of staff are undertaken by the BEPS OSHC Management Sub-committee.

As a legally incorporated body constituted under Part 2.3 of the *Education and Training Reform Act 2006*, the School Council is responsible for the overall management of BEPS OSHC Service.

Key responsibilities of School Council include:

- ongoing planning and evaluation that reflects the needs and views of the community
- development and implementation of OSHC-specific policies and procedures through consultation with relevant stakeholders and recognised authorities
- ensuring all records, including financial records are kept up to date and maintained in compliance with legislative record keeping requirements
- employing educators in compliance with industrial obligations
- planning and Monitor Finances in a proper and accountable way
- encouraging families to be involved with BEPS OSHC Management Sub-committee
- negotiating with outside bodies regarding funding, grants etc.
- ensuring that BEPS OSHC Service and its Management Sub-Committee operate effectively with regular documented communication.

To assist School Council with BEPS OSHC Service management responsibilities, the School Council have formed an OSHC Management Sub-committee under Section 2.3.14 of the *Education and Training Reform Act 2006*. Most of these management responsibilities for BEPS OSHC Service have been delegated to BEPS OSHC Management Sub-committee by the School Council; however, BEPS OSHC Management Sub-committee is not a legal entity in its own right. Therefore, the School Council is ultimately legally responsible for BEPS OSHC Service.

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It is the role of School Council to work together with BEPS OSHC Sub-committee of Management to establish effective and ethical management policies, procedures and practices that work to achieve the community’s vision for BEPS OSHC Service.

The School Council can be contacted in writing at:

Brunswick East Primary School Council  
 C/o Brunswick East Primary School,  
 195a Stewart Street,  
 Brunswick East VIC 3057

**BEPS OSHC Sub-committee of Management**

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The Brunswick East Primary School OSHC Sub-committee of Management provides the community with ownership of BEPS OSHC Service, and a voice to influence BEPS OSHC Service on behalf of the children and families that utilise BEPS OSHC Service. The Sub-committee encourages families to have input into policies and decisions that affect the care of their children, and to influence financial management decisions to ensure that all resources are used to maintain quality education and care.

The Sub-committee is made up of three or more representatives from the Brunswick East Primary School Council body, the parent/family group, OSHC Service and other interested parties. Representatives are nominated following formation of the new School Council and the following positions are held:

- Convener
- School Council Representatives
- Coordinator
- School Principal
- Parent Representatives.

The primary role of the Sub-committee is to oversee the operation of the OSHC service and to implement the school policy in relation to the service.

The Sub-committee is responsible for making financial and policy decisions for the users of BEPS OSHC Service. The Sub-committee meets every term, and these meetings are open to educators and families. If issues on the agenda are confidential, educators and others who do not carry School Council or Sub-committee positions may be asked to leave during the discussion.

**The Sub-Committee acts to:**

- ensure the tasks of the Sub-committee are carried out in an effective way and in a manner that encourages input and involvement from both users and educators
- ensure meetings are planned appropriately, and that record keeping systems are in place, working closely with the School Council and the BEPS OSHC Service Coordinator
- monitor the finances of the BEPS OSHC Service and to ensure members of the School Council

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are informed of the financial status of the BEPS OSHC Service

- keep updated with current GST and tax rulings as well as accounting software to ensure that all records are maintained in compliance with Australian Tax Office requirements, and ensure reports and statement are prepared for the annual audit with the accountant.

**General responsibilities include:**

- encouraging parents and staff to contribute suggestions about the service operation, its policies and the fulfillment of its philosophy and goals
- regularly reviewing parent and staff needs in relation to service operation and, where appropriate, to lobby relevant bodies to ensure that these needs are met
- its active involvement in staff recruitment and the development of a positive work environment
- the development and management of its finances as a key accountability to the DOE funding
- arrange monthly meetings, that are open to the school community
- reporting directly to the Brunswick East Primary School Council
- ensuring that meeting agendas and minutes are displayed on the parent notice board at the service
- ensuring that the service meets all legislative requirements as set by the State and Commonwealth Governments in relation to child care services, staff, financial management and health and safety.

BEPS OSHC Sub-committee of Management, through the auspices of the School Council, employs staff for the day-to-day operation of BEPS OSHC Service. Employees are not members of the School Council, or BEPS OSHC Management Subcommittee, however each party has relationships with each other, and reporting requirements apply.

BEPS OSHC Sub-Committee of Management can be contacted in writing at:

Brunswick East Primary School Council  
 OSHC Sub-Committee of Management  
 C/o Brunswick East Primary School  
 195a Stewart Street  
 Brunswick East VIC 3057

### **BEPS OSHC Coordinator**

BEPS OSHC Coordinator manages the day-to-day operations of the Service delivery, and facilitates a relationship between the Sub-committee and BEPS OSHC Educators.

The Coordinator is directly responsible to the School Council, through the Sub-committee of Management for the provision of quality education and care in accordance with the philosophy, objectives and policies of BEPS OSHC Service. The Coordinator’s knowledge and understanding of issues is essential to assist the School Council to make informed decisions. As such, the Coordinator has a pivotal role in working with the Sub-Committee.

The Coordinator is required to manage the Service in a manner consistent with the philosophy of BEPS OSHC Service and ethos of the School, that is responsive to the children's needs, operating within budget constraints and maximising the utilisation of places.

#### **Key responsibilities of the Coordinator include:**

- reporting to the Sub-committee on what is happening in BEPS OSHC Service, outside BEPS OSHC Service, and on how events may impact on BEPS OSHC Service
- implementing and ensuring educators are informed of decisions made by the School Council and/or the Sub-committee
- ensuring new families understand they have chosen a community owned service and what this means
- ensuring policy and procedures are followed and the Service operates in line with the decisions set by the School Council and the Sub-committee
- monitoring the implementation of policies and procedures and reporting back to the School Council through the Sub-committee on any issues that need addressing
- providing supervision and support to educators
- guiding the development and implementation of the programs
- liaising with and supporting families
- administration duties
- managing the budget and contributing to the financial plan
- developing policies and planning for quality improvements in conjunction with the School Council through the Sub-committee.

The Outside School Hours Care Service Coordinator can be contacted at:

Site Address: 195a Stewart Street, Brunswick East VIC 3057

Email: [oshc@beps.vic.gov.au](mailto:oshc@beps.vic.gov.au)

Phone: (03) 9387 2631 / 0409 380 202

Website: [www.beps.vic.edu.au/oshc/](http://www.beps.vic.edu.au/oshc/)

## The Educators

BEPS OSHC educators will work together to provide quality education and care for all children attending the Service. Educators will participate in the National Quality Framework process by engaging in critical reflection and contributing to the development, implementation and continual reflection and development of BEPS OSHC Service Quality Improvement Plan (QIP).

Educators are employed to work directly with the children at the Service. Educators are directly responsible to the Coordinator under the auspices of the School Council for the provision of quality education and care, in accordance with the philosophy, objectives and policies of the Service.

All educators, including the Coordinator, are accountable to the School Council as their employer. On a day-to-day basis the educators are accountable to the Coordinator.

Key responsibilities of Educators include:

- developing and maintaining respectful, reciprocal relationships with children and families
- implementing procedures that ensure the health and safety of those working in the Service
- assisting with the implementation and evaluation of service policies and procedures
- assisting with supervising students and volunteers
- completing accident, incident, medical and medication administration records
- being familiar with the Service’s emergency procedures as stated in the Service policy document
- preparing documentation required in compliance with the National Law

Educators are available for conversations with families during arrival and departure times. However, supervision requirements do not allow private conversations to always occur ad hoc. For conversations of a sensitive nature, it is recommended that a mutually convenient time is made, away from program operation times (where an educator’s main responsibilities are the care, education and supervision of children), and supported by BEPS OSHC Coordinator.

### **This policy should be read in conjunction with:**

Complaints & Grievance Policy  
Partnerships with Families  
Record Keeping & Confidentiality Policy  
Financial Management  
Payments of Fees

### **Sources & Legislative References**

*Education & Care Services National Regulations (2011) – Regulations 168 (2)(l)*

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<i>National Quality Standard for Early Childhood Education and Care &amp; School Age Care (2010) – Element 7.1.1</i>
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<i>A New Tax System (Family Assistance) (Administration) Act 1999 – Section 195</i>
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