Neerim South Primary School **Outside School Hours Care Service**
Address: 180 Main Neerim Rd, Neerim South VIC 3831
Phone: 03 5628 1254 | Mobile: 0408 812 072
Email: neerim.south.ps@education.vic.gov.au
Website: https://www.neerimsouthps.vic.edu.au/



# OSHC POLICY: PARTICIPATION OF VOLUNTEERS AND STUDENTS ON PRACTICUM PLACEMENT

## HELP FOR THOSE WITH LIMITED ENGLISH LANGUAGE SKILLS



Neerim South Primary School Outside School Hours Care Service offers support to stakeholders who have limited English language skills, including access to interpreting and translation services, to communicate key information about service policies and procedures.

If you need assistance to understand the information in this policy, please contact the Neerim South Primary School OSHC Service Coordinator or the School Administration Office and ask for language assistance.

## POLICY STATEMENT AND PRINCIPLES

Volunteers and students on practicum placement may participate in activities in order to observe and experience the provision of an outside school hours care service. Neerim South Primary School Outside School Hours Care Service (NSPS OSHC Service) aims to provide a range of opportunities for volunteers and students on practicum placement to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff, and other adults and children at the service.

Volunteers and students on practicum placement can expect a safe and well-managed workplace, a meaningful experience with appropriate direction, supervision and training, and recognition for their contribution.

NSPS OSHC Service is committed to:

- Building relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service.
- Providing effective induction and orientation of students and volunteers and facilitating effective supervision and support during engagement activities.
- Ensuring the health, safety, and wellbeing of each child at the service through consistent compliance with this policy and procedures.

## BACKGROUND & SCOPE

Under the National Regulations, the NSPS School Council ensures that policies and procedures are in place for volunteers and students on practicum placement (regulation 168) and takes reasonable steps to ensure those policies and procedures are followed (regulation 170).

This policy applies to staff, educators, approved provider (including School Council, School Principal and OSHC Sub-Committee) , nominated supervisor (including OSHC Coordinator), students on practicum placement, and volunteers at NSPS OSHC Service.

NSPS OSHC Service understands its responsibilities under the Occupational Health and Safety Act 2004, the Child Safe Standards 2017 and Reportable Conduct Scheme 2018 to ensure that students and volunteers are made aware of these standards and the child safe practices of the OSHC service at the time of their engagement, are suited to their work placement, and are given adequate supervision and on-the-job training to enable them to participate in the program within the law.

## PARTICIPATION OF STUDENTS

NSPS OSHC Service recognises that student placements are important for the training and development of pre-service Educators. We accept and support the participation of tertiary students on practicum placement in the program, undertaking relevant studies at universities, TAFE colleges or other registered training organisations; as well as secondary students undertaking work experience placements.

The role that students play in outside school hours varies and can include working with groups of children, preparing materials or food, and assisting with administrative tasks. While engaged in service delivery, it is expected students will learn about children through interaction and practical experience, and develop the skills and knowledge needed to care for and educate children in an OSHC setting.

Students will be expected to inform the OSHC Coordinator in writing of what will be expected of them by their training organisation and provide any necessary documents including evaluation forms. Students will be encouraged to work a variety of shifts (before school, after school, and vacation care) to gain knowledge of different aspects of Service operations.

NSPS OSHC Service is responsible for ensuring that students are suitable to work with children, and that children's health, safety and wellbeing is protected at all times. Students will be engaged to work alongside paid staff while they undertake their approved study activities and requirements, and are not included in staff ratios. Students are prohibited from being alone with children at any time.

Students will be expected to adhere to all NSPS OSHC Service policies and procedures during their time at NSPS OSHC Service, and an overview of these will be provided by the management and leadership team prior to commencement.

## PARTICIPATION OF VOLUNTEERS

NSPS OSHC Service recognises that the lives of individuals and communities are improved by the positive impact of volunteering, and in turn empowers individuals through improved skills, knowledge, personal development, and increased community awareness.

The role that volunteers play in outside school hours care varies and can include working with groups of children, preparing materials or food, and assisting with administrative tasks, or accompanying staff and children on excursions to enhance supervision. In some instances, volunteers may be engaged for a specific activity or in the demonstration and teaching of a specific skill.

NSPS OSHC Service is responsible for ensuring that students are suitable to work with children, and that children's health, safety and wellbeing is always protected. Volunteers will be engaged to complement, not replace, the work of paid staff and are not included in staff ratios. Volunteers are prohibited from being alone with children at any time.

Volunteers will be expected to adhere to all NSPS OSHC Service policies and procedures during their time at NSPS OSHC Service, and an overview of these will be provided by the management and leadership team prior to commencement.

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## PROCEDURES FOR THE PARTICIPATION OF STUDENTS AND VOLUNTEERS

| TERM | OVERVIEW |
|---|---|
| **Application to participate as a student or volunteer at NSPS** | Applications for student or volunteer placement must be submitted in writing and include appropriate referees.<br><br>Applications will be treated confidentially and processed by the OSHC Coordinator through the OSHC Sub-Committee and volunteers approved by school council. |
| **Conflict of interest** | If any interested student or volunteer has more than a professional relationship with any OSHC staff member, or school staff/council member, or child/family attending the service, they are to declare this to the OSHC Coordinator at the time of inquiry or as soon as this is known. |
| **Position description, interview and referee checks.** | In line with Child Safe Standard 4 and the NSPS OSHC Service Child Safe Environment Policy, prior to engaging a volunteer or student an assessment will be undertaken of the nature of the responsibility to determine whether a position description is required, and based on that whether an interview and referee checks are required.<br><br>In the majority of applications, students and volunteers will be invited to meet with the OSHC Coordinator and the Primary School Principal to ascertain their suitability for, and interest in, the tasks they will be undertaking, and to assess whether their goals can be achieved. The process also provides an opportunity for volunteers and students to have their questions answered.<br><br>In the majority of applications, reference checks will be undertaken by NSPS OSHC Service, to confirm work abilities or character attributes.<br><br>In the majority of applications, Students and Volunteers will require a volunteer/student agreement to ensure that the School Council, along with current staff members, are clear about their duties, accountability and standard of expected performance allowing the service to maintain a quality standard of professional practice. Agreements may be varied depending on the purpose of engagement. Each document will be developed in the context of the engagement, and clearly specify the tasks involved in the engagement, as well as any goals the individual is expected to or hoping to achieve. |
| **Child Safety screening and worker clearance** | The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children in Victoria. Prior to participation at NSPS OSHC Service, a student or volunteer who is aged 18 years or over must be in possession of a current, valid Working with Children (WWC) Check card, unless an exemption applies.<br><br>Exemptions apply to sworn police officers and teachers registered with the Victorian Institute of Teaching as they are already checked by a similar scheme.<br><br>Exemptions also apply to students and volunteers under the age of 18yrs. When engaged at NSPS OSHC Service , students and volunteers under the age of 18yrs will be provided with a nominated staff mentor and will always be under the direct supervision of an educator who is over 18 years of age who holds, or is actively working towards, an approved diploma-level (minimum) education and care qualification. |
| **Prohibition notification** | Under section 187 of the Education and Care Services National Law, a person who is subject to a prohibition notice is not allowed to work for or be engaged by an education and care service or carry out any other related activity. |

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| | Prior to engagement, Students and Volunteers will be asked to sign a Confidentiality agreement declaring that they are not currently subject to a prohibition notice under the Education and Care Services National Law, or currently prohibited or restricted from working with children under any other law. |
| **Child safety standards** | Students and volunteers must observe the Child Safety Standards and the NSPS OSHC Service Policy on Providing a Child Safe Environment.<br>Students and volunteers must acknowledge their responsibility to immediately report any breach of these standards and policies to the NSPS OSHC Service Coordinator, who will report breaches to the Primary School Principal. |
| **Code of Conduct** | NSPS OSHC Service uses their Code of Professional Conduct as a basis for evaluating professional conduct, and is included in the Student and Volunteer agreement form. |
| **Privacy and confidentiality** | All volunteers and students on practicum placement will be required to sign a confidentiality agreement, with a copy provided to the person, and another copy stored with the staff record. |
| **Induction and orientation** | Students and volunteers undertake an induction to the service and complete an induction and orientation process, which will be documented and stored with the student and Volunteer (staff) record. NSPS OSHC Service provides a checklist to complete this process, with a copy provided to the Staff/Volunteer and another copy stored with the staff record once complete. |
| **Staff record keeping requirements** | It is a requirement under the Education and Care Services National Regulations 2011 that NSPS OSHC Service uses the Student and Volunteer Application Form to document the details of all students and volunteers.<br>The service will keep a staff record for the student/volunteers which will include the full name, address and date of birth of each student or volunteer who participates in the services.<br>A record will also be kept for each day on which the student or volunteer participates in the service, the date and the hours of participation, as required under the Education and Care Services National Regulation 2011. |
| **Managing challenging behaviour (children)** | There may be times during service delivery that a child's behaviour becomes challenging for a student or volunteers. Volunteers and students on practicum placement must not subject children to any unreasonable discipline or any form of corporal punishment, and will always be under the direct supervision of qualified staff who are responsible for administering behaviour guidance strategies and implementing behaviours support plans where they are in place.<br>Prior to commencement, the OSHC Coordinator will provide an overview on service policies on interactions with children, and positive guidance, and include detail on any specific behavior support strategies and plans that may be in place for individual children or specific environments. |
| **Health, hygiene and safe food practices** | Each component of outside school hours care includes a meal time. In before school care, this includes breakfast, and in after school care this includes afternoon tea. Each of these |

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| | are prepared by the service. During vacation care, children bring a lunch box which complements the meals and snacks the service provides throughout the day.<br><br>Prior to commencement, the OSHC Coordinator will provide an overview on service policies on health and hygiene practices including safe practices for handling, preparing and storing food. This may also include an orientation to the kitchen, staff meal break areas and facilities, and the sharing of important information on children's food allergies, medical conditions, and cultural preferences.<br><br>Students and volunteers will not be solely responsible for the preparation and serving of food to children, however their involvement in this routine will be negotiated and based on their experience and expectations, prior to engagement. |
| **Medical conditions, illness, injury, and trauma (children)** | There may be times during service delivery that a child is injured, becomes ill, suffers some trauma, is involved in an incident, or requires medication.<br><br>Prior to commencement, the OSHC Coordinator will provide an overview on service policies that guide educator practice for dealing with medical conditions, medication, illness, incident, injury and trauma.<br><br>Students and volunteers are prohibited from administering medication to children, and are not expected to provide first aid. Prior to each shift, volunteers and students will be alerted to the person on duty who will be responsible for dealing with medical conditions, illness, injury and trauma, and Educators will continue to support and supervise throughout the session. |
| **Alcohol and drugs – zero tolerance.** | NSPS OSHC Service has a clearly defined zero tolerance for anyone suspected of being under the influence of alcohol or drugs. |
| **Smoke/vape free environment** | The Victorian Government bans smoking and vaping on school premises, and within 4 metres of any pedestrian access point to school premises. This applies to anyone on school premises during and outside of school hours including students, staff and school visitors.<br><br>The OHSC Coordinator (or nominated supervisor) will provide this information to volunteers and students during their induction and orientation to the service, prior to their commencement. Visual signs to this effect are also located on the school premises. |

## RESPONSIBILITIES

**Responsibilities of the OSHC Coordinator (or in the absence of the OSHC Coordinator, the Nominated supervisor/ Responsible person present):**

- Provide the student or volunteer with a "Student & Volunteer Orientation Package".
- Provide the student or volunteer with a Staff Record to be completed recording their full name, address, date of birth and the date and hours of participation within the Service. Discuss and document student or volunteer times, hours and dates of placement.
- Appoint an Educator to be the Student or Volunteer Supervisor/Mentor for the duration of the placement.

- Conduct an orientation, taking the student or volunteer on a tour of the Service, showing emergency exits, staff room and bathroom facilities, children's rooms and discussing Service policies and procedures.
- Show the student or volunteer where and/or how they can access the Service policies.
- Introduce the student or volunteer to Educators, School Staff, and designated Supervisor/Mentor.
- Assist the student or volunteer to complete a Student & Volunteer Induction checklist.
- Discuss any relevant important information about specific children with the student or volunteer (i.e. court orders, additional needs, dietary needs) so that the student or volunteer is aware.
- Liaise with secondary or tertiary institutions and accept suitable student placements under the supervision of the institution.
- Ensure all student and volunteer paperwork and insurance is current.
- Ensure students or volunteers are never left on their own with children or included in the ratio of staff to children.
- Ensure students or volunteers do not discuss any concerns or issues with parents/guardians or visitors to the Service.
- Support the student or volunteer to understand the service policy on privacy and confidentiality, and to sign a staff confidentiality statement.
- Good practice in volunteer/student management includes acknowledgement and recognition of their contributions, and this can involve a mixture of formal and informal recognition strategies.

**Responsibilities of Educators:**

- Communicate openly with students and volunteers along with their supervisors and practicum teachers about their performance.
- Support all students and volunteers work experience needs during their placement.
- Work as a team reflecting on appropriate skills and knowledge with each student and volunteer.
- Ensure all Educators and staff are provided with relevant information about tasks which the student is required to complete in the Service as part of their practicum.
- Be aware of student and volunteer expectations.
- Have the time and proficiencies to support each student and volunteer in their placement.
- Encourage students and volunteers to seek help and advice when required.
- Be a positive role model, showing appropriate behaviour and conducting themselves in a professional manner at all times.
- Guide students and volunteers throughout the day.
- Make students and volunteers feel welcome and valued members of the team.
- Provide appropriate supervision and ensure that the student or volunteer is not alone with any child at any time.

**Responsibilities of students and volunteers:**

- Provide a current working with children check, or evidence of registration with the Victorian Institute of Teaching as appropriate

- Participate in an interview facilitated by the OSHC Coordinator to ascertain suitability for participation, understand the tasks to be undertaken, and to assess whether the goals can be achieved. The interview process also provides an opportunity for volunteers to have their questions answered.
- Provide referee contact details and agree to reference checks being undertaken by OSHC Coordinator (with the support of the OSHC Sub-Committee) to confirm work abilities or character attributes.
- Complete Staff Record, documenting their full name, address, date of birth and the date and hours of participation within the Service. Discuss and document student or volunteer times, hours and dates of placement.
- Agree to and sign acknowledgement of Code of Professional Conduct, and Confidentiality Statement.

**Students and volunteers are not permitted to:**

- Administer medication to any children.
- Use personal electronic devices
- Share information about the school, service, families or children on social media.
- Communicate with families about the programs' operations, children' behaviour, or incidents.
- Perform tasks that they are untrained, unqualified or not experienced to undertake.
- Put the children or themselves in a vulnerable or potentially unsafe situation.
- Be alone with a child
- Exhibit behaviours with children which may be construed as unnecessarily physical contact.
- Do things of a personal nature with a child that a child can reasonably be expected to do for themselves, such as toileting or changing clothes.
- Have contact with a child or their family outside of the OSHC service without the knowledge and/or consent of the OSHC Coordinator (who will report this to School Council).
- Have any online contact with a child or their family.

**Suspension or termination of engagement**

Students and volunteers are subject to the NSPS OSHC Service staffing policies, including policies on managing unsatisfactory work performance and misconduct.

| Descriptions | Examples (not exhaustive) | Outcome |
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| **Unsatisfactory work performance** | • Using offensive language.<br>• Continually arrives late at service.<br>• Continually fails to arrive at service and doesn't inform OSHC Coordinator of non-arrival.<br>• Doesn't follow directives from NSPS OSHC Service management team<br>• Does not meet expectations of the NSPS OSHC Service regarding expected terms of | Students and volunteers will be at risk of having their engagement suspended or terminated due to unsatisfactory work performance.<br>Where there has been no risk to the health, safety, or wellbeing of children, the OSHC Service may be able to support the student or volunteer to build their knowledge, skills and confidence to meet the |

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| | engagement and position description is applicable.<br>• Do not meet expectations of their training provider or volunteer organisation, if applicable.<br>• Repeats unprofessional or challenging behaviours that have been addressed. | expected work performance standards.<br>Where relevant, this will be supported by the registered training organisation or volunteer provider who would be expected to provide extra training or guidance to help the person improve their performance. This may be in collaboration with the OSHC Coordinator.<br>OSHC Service procedures for managing poor work performance may apply. |
| **Misconduct** | • Inappropriate relationships with children<br>• Allegations of inappropriate conduct towards a child, including a sexual offence, sexual misconduct or physical violence committed against, with or in the presence of a child, behaviour causing significant emotional or psychological harm to a child, or significant neglect of a child harassment, including sexual harassment, bullying or victimisation of other staff members, children or the public<br>• Racial or religious vilification<br>• Striking a child, other employee or member of the public, or otherwise inflicting harm on, or endangering the life of, another person<br>• A failure to act in accordance with Child Safe Standards, such as a breach of a relevant code of conduct or a failure to take reasonable steps to respond to and report suspected child abuse<br>• Wilfully damaging property<br>• Unlawful discrimination or sexual harassment<br>• Sexual or other criminal offences<br>• Improper use of information, or School/OSHC service resources, for private purposes or personal gain<br>• Refusal to obey a lawful instruction<br>• Alcohol or drug misuse affecting the employee's performance of their duties<br>• Serious or gross negligence<br>• Inappropriate use of the internet or the School or OSHC Service information technology | Misconduct generally involves wrongful, improper, or unlawful conduct, motivated by a premeditated or intentional purpose or by a flagrant indifference to the consequences of one's acts.<br>Misconduct may involve either gross negligence or a deliberate departure from accepted standards. Misconduct can include a single act or repeated acts.<br>There is no legal requirement for NSPS OSHC Service to implement unsatisfactory work performance procedures when dealing with suspected misconduct of students or volunteers.<br>In the interest of program integrity and accountability to the community, a student or volunteer will be instantly dismissed from their engagement with NSPS OSHC Service in the instance of misconduct.<br>Victoria has a Reportable Conduct Scheme to oversee allegations of child abuse and misconduct. 'Reportable conduct' is broad, and it includes conduct alleged to have occurred outside the course of a person's employment or engagement with the NSPS OSHC Service or School. |

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| | resources including, for example, accessing pornography<br>• Medical certificate fraud<br>• Conduct involving dishonesty, wilfulness or recklessness, loss or damage. | Where relevant, the School Principal supported by the School Council President will notify the Commission for Children and Young People that a reportable allegation has been made against one of the OSHC Services students or volunteers as required under Law.<br>OSHC Service procedures for dealing with misconduct may apply. |

## INDUCTION AND ONGOING TRAINING

The NSPS Council acknowledges the important role played by our service leaders, educators and staff. They are provided with the necessary training and support to implement the policies and procedures for encouraging and supporting the participation of students and volunteers.

A specific induction process will be undertaken for volunteers and students, and the School Council ensures that the OSHC Coordinator or other nominated supervisor has the knowledge, skills and experience to successfully facilitate this process. In most instances, this will be physically supported by the School Principal.

To ensure that all NSPS OSHC service stakeholders are given adequate induction and ongoing support to develop a thorough understanding of these procedures, this policy will be provided in accordance with induction processes for the OSHC Service staff team.

## KEY TERMS

| TERM | MEANING | SOURCE |
|---|---|---|
| **Student** | A person who is engaged with the service to complete practical work-place experience as part of their tertiary studies with a registered training organisation. During a practicum placement, the person is expected to meet the same work conditions as other Educators who are on staff. Students on practicum placement are not paid by the service for their work and cannot be included in educator to child ratios. | |
| **Volunteer** | A person who is engaged to work the service without financial gain. Some people use volunteering to learn new skills or as a path to paid work or further study. For others it's more about connecting with and supporting people in their community. Volunteers are not paid by the service for their work and cannot be included in educator to child ratios. | https://www.volunteer.vic.gov.au/about-volunteering |

## LINKS TO OTHER POLICIES

In compliance with regulation 171, copies of the current policies and procedures required under regulation 168 (including this policy) are available for inspection at the OSHC Service at all times that the service is operating, or otherwise on request. Associated NSPS OSHC Service policies and procedures include:

- Code of professional conduct (staff)
- Child safe environment
- Privacy and confidentiality of records
- Occupational health and safety
- Unsatisfactory work performance and misconduct
- Service Philosophy

## SOURCES


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| Australian Children's Education and Care Quality Authority (2024) ***Preparing NQF policies and procedures*** https://www.acecqa.gov.au/resources/preparing-nqf-policies-and-procedures |
| Australian Children's Education and Care Quality Authority (2022) ***Six reasonable steps to ensure staff follow policies and procedures*** https://www.acecqa.gov.au/sites/default/files/2022-11/13-Six-steps-staff-policies-procedures%20v3.pdf |
| Australian Children's Education and Care Quality Authority (2022) ***Staffing policy guidelines*** https://www.acecqa.gov.au/sites/default/files/2021-08/StaffingGuidelines.pdf |
| Commission for Children and Young People (July 2022) ***Child Safe Standards.*** https://ccyp.vic.gov.au/child-safe-standards/ |
| Commission for Children and Young People (2017) ***Reportable conduct scheme*** *https://ccyp.vic.gov.au/reportable-conduct-scheme/* |
| Victorian Legislation, ***Occupational Health and Safety Act (2004)*** https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/043 |


## NATIONAL QUALITY FRAMEWORK – LEGISLATIVE REQUIREMENTS

**Education and Care Services National Law** https://www.acecqa.gov.au/nqf/national-law-regulations/national-law
The National Quality Framework operates under an applied law system, comprising the Education and Care Services National Law and the Education and Care Services National Regulations. The purpose of the applied law system is to set a national standard for children's education and care across Australia. The following regulations inform the implementation of this policy.

| Regulation | Description |
|---|---|
| Regulation 13 | Meaning of working directly with children |
| Regulation 75 | Information about educational program to be kept available |
| Regulation 76 | Information about educational program to be given to parents |
| Regulation 77 | Health, hygiene and safe food practices |
| Regulation 78 | Food and beverages |
| Regulation 82 | Tobacco, drug and alcohol-free environment |
| Regulation 83 | Staff members and family day care educators not to be affected by alcohol or drugs |
| Regulation 84 | Awareness of child protection law |
| Regulation 85 | Incident, injury, trauma and illness policies and procedures |
| Regulation 86 | Notification to parents of incident, injury, trauma and illness |
| Regulation 87 | Incident, injury, trauma and illness record |
| Regulation 88 | Infectious diseases |
| Regulation 90 | Medical conditions policy |
| Regulation 93 | Administration of medication |
| Regulation 120 | Educators under 18 to be supervised |
| Regulation 122 | Educators must be working directly with children to be included in ratios |
| Regulation 145 | Staff record |
| Regulation 149 | Volunteers and students |
| Regulation 151 | Record of educators working directly with children |
| Regulation 165 | Record of visitors |
| Regulation 166 | Children not to be alone with visitors |
| Regulation 168 | Education and care service must have policies and procedures |
| Regulation 170 | Policies and procedures to be followed |
| Regulation 171 | Policies and procedures to be kept available |
| Regulation 172 | Notification of change to policies or procedures |
| Regulation 173 | Prescribed information to be displayed |
| Regulation 175 | Prescribed information to be notified to Regulatory Authority |
| Regulation 176 | Time to notify certain information to Regulatory Authority |

**National Quality Standard** https://www.acecqa.gov.au/nqf/national-quality-standard
The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes 7 quality areas that are important to outcomes for children. NSPS OSHC Service is assessed and rated by the Victorian Government Department of Education against the NQS and given a rating for each of the 7 quality areas and an overall rating based on these results. The following quality areas, standards and elements support the implementation of this policy.

| Standard/Element | Description |
|---|---|
| Standard 1.2 | Practice |
| Element 2.2.1 | Supervision |
| Quality Area 4 | Staffing arrangements |
| Quality Area 5 | Relationships with children |
| Element 6.1.1 | Engagement with the service |
| Element 6.2.3 | Community engagement |
| Element 7.1.1 | Service philosophy and purpose |
| Element 7.1.2 | Management systems |
| Element 7.1.3 | Roles and responsibilities |
| Standard 7.2 | Leadership |

**Framework for School Age Care in Australia** https://www.acecqa.gov.au/sites/default/files/2023-01/MTOP-V2.0.pdf
Under the National Law, services must deliver an educational program to all children being educated and cared for that is based on an approved learning framework, delivered in accordance with that approved learning framework, based on the developmental needs, interests and experiences of each child , and designed to take into account the individual differences of each child. The following principles, practices and learning outcomes support the implementation of this policy.

| Principle/Outcome | Description |
|---|---|
| Principles | Partnerships |
| | Respect for diversity |
| | Aboriginal and Torres Strait Islander perspectives |
| | Equity, inclusion, and high expectations |
| Practices | Holistic, integrated and interconnected approaches |
| | Collaboration with children and young people |

## EVALUATION, REVIEW AND DEVELOPMENT

This policy will be reviewed and developed accordingly as part of the NSPS OSHC Service annual review process, or more often if necessary due to changes in regulations, circumstances, or operational matters.

NSPS OSHC Service ensures that all relevant stakeholders are notified at least 14 days before making any change to this policy, unless that notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the service. In this instance, stakeholders will be notified as soon as practicable after making a change in accordance with requirements under the National Law.

| Date | Description | Author |
|---|---|---|
| 22/06/2024 | New policy drafted | OSHC Sub-Committee |
| 06/06/2025 | Final draft prepared for community consultation and approval by the School Council. | OSHC Sub-Committee |
| 17/11/2025 | Approved | School Council |