

ANNEXURE "22" OF THE STATEMENT OF RUTH CALLAGHAN DATED 18 OCTOBER 2013

Witness: _____

Signature: _____

Ruth Callaghan

Compliance Report

To	Kerrin Cook	From	Robert Croucher
Service Name	YMCA OSHC Caringbah Public School Pt Hacking Rd	Approved Provider	Anne Mary Nolan
Service type	OSHC	Report Date	4 June 2012
File Number			
Report commenced from	OSHC Check list		
Subject	Compliance Report		

Introduction:

OSHC Education Campaign -.

Action taken:

On 4 June 2012, in company with ACO Sonja Baker attended Caringbah Public School OSHC YMCA. This is 1 of 5 satellite locations. Spoke with Caringbah Manager Jacqui Barnat and South Region Manager Kelly Anderson. All Policies and Procedures are in existence and are generic for YMCA then individualised for each location.

Findings:

This facility is a shared space with the DEC school which uses the classroom as part of their kindergarten space.

All Policies and Procedures are in place however they will be updated and finalised by June 30.

Three written Procedures require development for this site being;
Open, close times and controlling of shared space.

R.106. Laundry & hygiene facilities. – Soiled clothing procedure.

R109. Toilet & hygiene facilities. – Safe access procedure.

Conclusion:

No identified breaches.

Recommendation:

No Further Action

Signed: 

Dated: 5 6 12

ATTACHEMENTS

CheckLists.



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Physical Environment checklist – OSHC (for services existing prior to 1 January 2012)

	110	Ventilation and natural light *	The approved provider of an education and care service must ensure that the indoor spaces used by children at the education and care service premises— (a) are well ventilated; and (b) have adequate natural light; and (c) are maintained at a temperature that ensures the safety and wellbeing of children	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	
PART 4.3—PHYSICAL ENVIRONMENT	111	Administrative space *	The approved provider of a centre-based service must ensure that an adequate area or areas are available at the education and care service premises for the purposes of— (a) conducting the administrative functions of the service; and (b) consulting with parents of children; and (c) Conducting private conversations.	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	
	112	Nappy change facilities *	(1) This regulation applies if a centre-based service educates and cares for children who wear nappies.	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Met <input type="checkbox"/> Not Met	
			(2) The approved provider of the service must ensure that adequate and appropriate hygienic facilities are provided for nappy changing.	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Met <input type="checkbox"/> Not Met	
			(3) Without limiting sub regulation (2), the approved provider of the service must ensure that the following are provided— (b) Hand cleansing facilities for adults in the immediate vicinity of the nappy change area.	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Met <input type="checkbox"/> Not Met	
(4) The approved provider of the service must ensure that nappy change facilities are designed, located and maintained in a way that prevents unsupervised access by children.			<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Met <input type="checkbox"/> Not Met		
	113	Outdoor space—natural environment *waiver may apply	The approved provider of a centre-based service must ensure that the outdoor spaces provided at the education and care service premises allow children to explore and experience the natural environment. <i>Example The use of natural features such as trees, sand and natural vegetation.</i>	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	

Service name: _____ AO name & signature _____ Date: _____ 2



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Discuss with provider:

Explain that this is an educational visit to assist OSHC services understand what is required to be approved under the National Law. Go through the following questions with the provider.

1. Has an application for a service approval been lodged? Yes/No If no, what are the issues? _____
2. Is the provider aware of the importance of lodging an application by 30/6/2012? Yes/No Comment: _____
If no, please explain what a failure to lodge by 30/6/2012 will mean. Comment: _____
3. Does the provider have plans? Yes/No If no, explain that plans may be submitted up to 3 months after application is lodged.
4. Give provider a copy of (1) a copy of the Fact sheet about applications Yes/No
(2) Checklist for Policies and Procedure - explain that these are referred to in the application Yes/No
5. Inform the provider that as a result of this visit, we may not need to conduct a pre-approval visit in relation to their service approval application, as the outcome of this visit will be considered in the processing of that application when it is submitted.
Yes/No

General comments:

Service name: _____ AO name & signature _____ Date: _____



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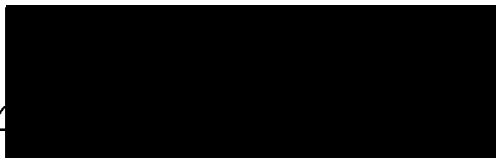
OSHC report - retain at office

Area requiring improvement	Describe observations/evidence why improvement is required	Discussed with provider	Further action plan

Recommendation by Authorised Officer:

**Approved/Not approved by Regional Operations Manager
Comments:**

Signature: (



5/6/12

Signature:

Date:



Checklist for Policies and Procedures

As part of the transition to the National Quality Framework the Education and Care Services National Regulations requires an application lodged for service approval under regulation 24 include under 24(j) a statement that the applicant has prepared the policies and procedures referred to in the regulation 168, as detailed below;

Regulation 168 - Education and care service must have policies and procedures

	Yes	No
(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2). <i>Note These may include policies and procedures prepared by the approved provider in accordance with an education law of the participating jurisdiction.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>neatly complete by June 30</i>		
(2) Policies and procedures are required in relation to the following—		
(a) health and safety, including matters relating to—	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(i) nutrition, food and beverages, dietary requirements; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(ii) sun protection; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(iii) water safety, including safety during any water-based activities; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(iv) the administration of first aid;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) incident, injury, trauma and illness procedures complying with regulation 85;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) dealing with infectious diseases, including procedures complying with regulation 88;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) dealing with medical conditions in children, including the matters set out in regulation 90;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>working towards</i>		
(e) emergency and evacuation, including the matters set out in regulation 97;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(g) excursions, including procedures complying with regulations 100 to 102;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(h) providing a child safe environment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(i) staffing, including—		
(i) a code of conduct for staff members; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(ii) determining the responsible person present at the service; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(iii) the participation of volunteers and students on practicum placements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(j) interactions with children, including the matters set out in regulations 155 and 156;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(k) enrolment and orientation;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(l) governance and management of the service, including confidentiality of records;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(m) the acceptance and refusal of authorisations;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>working towards</i>		
(n) payment of fees and provision of a statement of fees charged by the education and care service;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(o) dealing with complaints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>