

Meeting Name:	Sport & Recreation Services –OOSH/VAC Shoalhaven Staff Meeting
Date:	Wednesday 4 April 2012
Time:	10am
Venue:	Bomaderry

- 1.0 PRESENT:** Ryan Kiddle, Maggie Simpson Susan Booth, Sandra Murray, Jo Fuz, Jaimie Lee Kember, , Michael Reminis, Tania Hardy, Julie Stenner
- 2.0 APOLOGIES:** Kim Hodges, Amanda Orchard
- 3.0 BUSINESS ARISING**
- a number of staff now 'certified Supervisors' (need to have 1 at each session of Vac/OOsh + staff trained in Asthma & Anaphylaxis & will undertake other mandatory training as per NQF (training depends on budget). Training will be at Shellharbour, or Batemans Bay.
 - Have obtained copy of Wesley building plans, still waiting on SAS.
 - Most risk profiles completed, parents to sign off. Relevant plans will be in folders (epilepsy, eating & drinking, asthma) also behaviour plans for ██████████ reviewed & changed slightly; ██████████ being developed.
 - Most clients, (except Vac only) goal setting also completed. Risk profiles & goal setting sheets in program folders. Goals to be what clients would like to achieve, but most importantly activities they would like included.
- 3.1 NQF Update:** Ryan reported that it seems 99% that Disability Services will be exempt from assessment inspections, however still need to meet State/Territory Standards. Have received applications for registration of each program.



4.0 NEW BUSINESS

4.1 **Staff Surveys** – (handed to staff at meeting) - will be in program folders, and available to all staff following Vacation Care for feedback on activities, resources, suggestions, etc. Maggie suggested that an activity could be swimming at the Vincentia Leisure Centre (year round). Ryan explained no TDT policy re swimming, however it has not usually been encouraged, may be ok in venues where Life Guards on duty & staff prepared to go in water.

4.2 **Feedback from last Vac Care** – Client surveys are sent out after each Vacation Care, mostly 100% always at least 99% positive & often suggestions of activities.

Some client feedback from January Vac:

- a couple of carers/parents reported children returned sunburnt – as per TDT policy, please ensure sunscreen is used prior to attending all outdoor activities, and top up regularly. Hats are also encouraged. Though it may be difficult, please try to persevere with this.

- new clients/staff: 1 or 2 parent/carers not comfortable with 'new' staff. Please ensure if you have not met the client or carer previously, that you introduce yourself and (if necessary assure them you are familiar/ we have all details of client's needs.) Photo ID Tags to be provided by HR (timeframe?).

Petty cash to be used for extra resources as per program, client expenses only – ie forgotten lunches (not staff lunches or junk food/hot chips for clients). Staff entry to activities ok.

Changes to program: please contact Susan if the program diverts from scheduled program. A couple of separate incidents occurred at McDonalds last Vac, & Susan was not aware that clients were there until reports from public/others. For insurance purposes also, please advise Susan of any extra stops to parks, etc.

4.3 **April Vacation Care**: Milton: Another new client [REDACTED]. Now 5 (new regular clients. [REDACTED] no longer in program (left school) [REDACTED] not booked in this Vac Care. New workers: Vicki, who takes Ten Pin Bowling & Gym. Amanda (previous TDT support worker). Transport: Bus transport for excursions limited due to budget. Using Community Transport only 1 day, Budawang bus other days (Vicki will pick up the key - see program arrangements for full details). Susan to confirm time with [REDACTED] mum re early departure Tuesday 17th for Music Day Nowra)

Nowra – new OOSH client, [REDACTED] No response from [REDACTED]. see Program details. Susan to look at buying book of movie tickets.

4.4 **Program Reports** – need to include positive achievements of individuals – meeting their goals (activities as per goal setting), 'good stories' used to report to funding bodies.



- 4.5 **Staff Personal Development** This will now be done individually instead at staff meeting -by Ryan. Will address any individual training requirements.
- 4.6 **Bus Log Book** Due to changes regarding Fringe Benefits, the log book needs to be filled in every day. Use always needs to be program related.
- 5.0 **POLICY REVIEW** D-04 Dealing with Abuse & Assault of a Child. Ryan explained policy, All staff handed a copy of policy.
- 6.0 **OTHER BUSINESS**
Ryan suggested compiling a 'wish list' of resources, equipment for any 'left over' funds end of financial year.
- 7.0 **WHS** – Hazard reported – yellow box at Wesley centre – hinges need securing again. No other outstanding hazard or incident reports.
- 7.1 **Staff** reported issues with mobile phones/ I pods on the bus. *Decision here?*
- 8.0 **Next Meeting** June 2012.