



**YMCA**

We build strong **PEOPLE**  
strong **FAMILIES** strong **COMMUNITIES**

YMCA.8000.001.0260

YMCA of Sydney

# Outside School Hours Care Staff Guidelines

## Outside School Hours Care

Outside of School Hours Care is a childcare service for school aged children (5-12 years) attending primary school. Care is primarily provided for working parents. Before and After School Care, as well as Vacation Care makes up the components for this service. It is the aim of Sydney YMCA to provide a quality service in a safe and happy environment.

A day in the life of a child is long. The focus of our service is to provide children with experiences that can allow the child to develop and grow within themselves. Therefore we place emphasis upon providing activities in an informal, non-threatening environment.

A quality program should highlight the following:

- Quality care and activities in a warm, safe environment
- Provide opportunities for children to play and interact positively with other children and adults, regardless of ethnicity, gender, age and abilities
- Encourage children to participate in activities provided
- Create opportunities for children to develop and foster skills and talents.

## Guidelines for Working OSHC

*The following information will ensure a good time is had by all.*

### Administration and Staff Information

**Signing in and out:** On commencement of shift you are required to sign in, stating time of commencement, then signing out at the time of completion. This is used for checking time sheets as well as for funding purposes. (Appendix "Staff Sign in / Out Sheet").

**Time Sheets:** These are to be completed daily, stating the time of starting and finishing your shift. Also do not forget to sign these. These are collected Friday Am by the Co ordinator. (Appendix "Timesheet").

**Wages:** All Childcare staff are paid under the Childcare Miscellaneous Workers Award. You are paid fortnightly directly into your bank account. Please direct any inquires to the Co ordinator or Area Manager.

**Fees:** It is the role of the supervisor to ensure that all fees are collected and that the appropriate paper work is completed. Fees will be collected on a daily basis. A late fee will apply when a child is collected late.

**Hazard Reporting.** It is the role and responsibility to report all hazards through the Hazard Report Form to the centre Safety Officer. (Appendix "Hazard report Form").

**Petty Cash:** This provided for incidental purchase items. Please ensure that dockets are attached to the Afternoon Tea Expense Report for documentation. Do not make large purchases without consulting the Co ordinator.

**Records.** All information on children must remain confidential at all times. This information should be conveyed on a need to know basis.

**Record of Events:** All injuries, medication, illnesses, incidents must be recorded on appropriate forms after following necessary procedures. A copy should be forwarded to the Co ordinator.

**Accountability:** Assistants are accountable to their supervisors, Supervisors to the Co ordinator and the Co ordinator to the Area Manager. This is the accepted chain of accountability. If you are dissatisfied with the response to an issues or supervision you are receiving, you do have the right to consult with the next available person in the chain. This should only happen after all attempts are made to communicate or resolve the issue. Seeking such assistance should be in the positive view to mediating the situation.

**Staff Ratio:** The ratio of staff to children is 1 to 15 centre and 1 to 10 on excursions. This complies with national standards and YMCA policy. At all times this ratio should be adhered to. There should be two staff present at all times regardless of the number of children.

**Staff Uniforms:** It is of essence that when on duty or representing the YMCA that the allocated staff uniform is worn. This will include a YMCA Staff hat, and closed toes footwear.

**Arrival & Departure:** Parents are required to sign in and out their children. This is not only a legal requirement but also used for funding purposes.

**Centre Guidelines:** It is imperative that you work as a team. Each centre will have rules, guidelines and boundaries that are unique and specific to that centre. These need to be developed and established by the Supervisors, staff and the children of the centre.

**Clean Up:** At the end of each day, ensure that the facilities used are clean and tidy. Every staff member should share in this responsibility.

**Opening & Locking Up:** Ensure that alarms are deactivated and activated where applicable. Also ensure that cupboards, windows, doors and equipment are secure when leaving.

**Accidents:** In the event of an accident a YMCA Accident Report Form must be completed immediately after the situation has been dealt with. The Co ordinator and Area Manager must be informed in the event of a major accident. Staff are not to make direct contact with parents, this is the Area Managers responsibility. At no time should staff talk to the press regarding any incidents. Parents should be informed of all minor incidents. (Appendix "Accident Report Form").

**Fire Drill:** A fire drill and emergency evacuation drill must be established and practiced at least once per term, and once per week during Vacation Care.

**Stores & Equipment:** All stores and equipment should be kept in a careful and appropriate manner, and ensure it is used for its stated purposed within the program. Do not waste what you have.

**Travel by bus or vehicle:** A list of names is required to be taken on all travel, (whether the case may be for Before and After School Care or Vacation Care

Excursions) along with any notes concerning medication, and a copy must be given

to the Co ordinator. While travelling in a bus or YMCA vehicle, children must be seated and wearing a seat belt at all times. The noise should be kept to a minimum. No hands, heads or belongings should protrude out of the bus. Children attending excursions should establish rules to ensure appropriate behaviour is portrayed. A mobile phone should accompany staff on any excursion.

**Hygiene:** Children & Staff must wash their hands before handling / eating food and after toileting. There is **NO SMOKING AT ALL TIMES BY YMCA STAFF OR VISITORS.**  
**ALL YMCA PROGRAMS AND SERVICES ARE SMOKE FREE ZONES.**

## Program Hints

**Program Wisely:** There should be a variety of structured and unstructured activities taking into consideration cultural backgrounds, genders, ages and abilities.

**Outdoors:** Due to the risk of broken glass and needles it is necessary for children to leave shoes on whilst playing outside. It is also necessary for children to wear a hat while outdoors – ‘**NO HAT NO PLAY,**’ this means children will need to play in a protected area away from the sun. Staff should also wear a hat outdoors.

**Merit Awards:** Awards can be given to encourage and foster positive play behaviours – *Candy should not be used as a reward!*

**Videos & TV:** Shows which have “G” rating can be viewed at anytime. However, those rated ‘PG’ need to have parent consultation. Where ever possible parents should be notified of the titles of the programs shown, a poster could be displayed.

## Job Expectations

### Morning Staff

Be punctual, arriving approximately 5 minutes before the shift starts.

Set up parent arrival area, ensure front doors are open and pens are available.

Set out appropriate equipment for children to use in morning activities.

Staff need to greet parents and children on arrival, assisting them with any inquiries. This will reassure parents that their child is being cared for in a safe, friendly environment.

Medication should not be accepted without explanation and only given after the medication policy forms have been completed. Medication needs to be placed in a lockable storage or filling cabinet, out of the reach of other children. Supervisors should be advised of any medication that has been received.

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All staff are responsible for the preparation and success of the planned activities. It is necessary that staff check that relevant materials needed for collection prior to commencing their activity. This will prevent distractions to the supervision of children.

Staff need to encourage all children to participate in the planned activities. Present the activities in a positive manner which will promote the motivation of the children.

Staff need to have backup resources on hand for those children that finish early e. Stencils, board games, play dough etc... At no time should children be allowed to wander unsupervised.

Before leaving for the day, staff need to clean up any mess. Also check requirements for the next shift you are working.

Staff should pass on information about daily happenings to on coming staff and any information that needs to be passed onto parents.

### Afternoon Staff

Staff are required to arrive 10 minutes prior to their shift commencing as they are relieving other staff members and to find out what has been happened so far, medication, incidents, etc...

Materials need to be checked and collected prior to the commencement of shift, this ensures that there is no interruption through the supervision of the children.

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Staff need to clean up, leaving the premises in a clean, neat and orderly manner for others use.

Staff need to pass on any messages and relevant information to parents about the days happenings.

Staff are responsible for ensuring facilities are locked, alarmed etc.

### *Childcare Supervisor / Co ordinator Duties*

Plan, implement and evaluate the program positively encouraging feedback from children, parents and staff.

Assure the children's well-being and safety is cared for at all times.

Nurture a friendly, secure environment that promotes a positive outlook for both children, parents and staff.

Encourage children to actively participate in the program.

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Integrate children with special needs, encouraging them to participate in activities with their peers.

Direct and delegate areas of responsibility to staff.

Set a high standard of behaviour in all areas of conduct.

Keep staff informed of current happenings.

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## Attachments

Staff sign In / Out Form

Staff Timesheet

Hazard Report Form

Accident Report Form







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# Register of Incident/Accident

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ M/F: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ Phone Number (if applicable) \_\_\_\_\_

### INCIDENT OR ACCIDENT DETAILS:

DATE/TIME:

\_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF INCIDENT/ACCIDENT: \_\_\_\_\_

\_\_\_\_\_

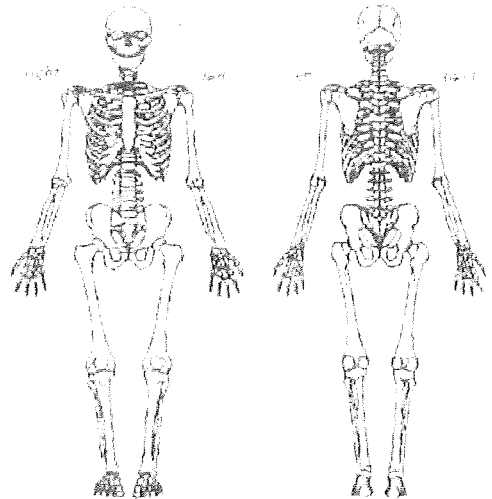
\_\_\_\_\_

Parents notified : YES / NO \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FRONT VIEW

BACKVIEW



**CIRCLE AFFECTED AREA:**

**LAYOUT OF LOCATION**

Name: \_\_\_\_\_  
Staff member/Supervisor in Program

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Safety Officer

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Manager

\_\_\_\_\_  
Signature

Medical clearance required to resume activity:  YES  NO

The information collected within this form is in accordance with our Privacy Policy. A full copy is available on request.

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# Occupational Health and Safety

No.
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## Hazard Identification, Assessment and Control Report

YMCA - \_\_\_\_\_

Department / area - \_\_\_\_\_

Completed by - \_\_\_\_\_

### 1. IDENTIFICATION

Name of plant/equipment/program (if applicable) \_\_\_\_\_

Date identified: \_\_\_\_\_ How & who identified: \_\_\_\_\_

Description of hazard: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2. RISK ASSESSMENT:

Hazard	Probability	Consequence	Level of Risk
_____			
_____			
_____			

### 3. CONTROL:

Recommended Hazard Control:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Action to be taken

By Whom

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected date of completion: \_\_\_\_\_

Person responsible for implementation: \_\_\_\_\_

- A copy of this report is to be forwarded to the Health and Safety Committee (if applicable) within 1 week of completion.
- Original copy to be filed in Hazard Register

4. REVIEW:

Date of review: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Is control satisfactory?     [ ] yes     [ ] no

If no, what course of action should be taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date for review: \_\_\_\_\_

Person responsible for implementation: \_\_\_\_\_

MANAGER'S USE

ACTION TAKEN: _____	
_____	
MANAGER: _____	DATE: _____