



Outside School Care NT

OSC-NT. 21 – Philosophy Overview, Quality Improvement Plan, Policies and Procedures Policy

Policy Description	This document outlines how the philosophy of the service is operational in terms of our related policy, procedures and other templates and documents.
Key Points	<p>Our philosophy states:</p> <p>At Outside School Care NT we aim to be the leading provider of outside school hours care in the Darwin and Palmerston area by providing quality consistent care in line with National Quality Standards and Framework.</p> <p>We believe in providing support to our families and assist in contributing to the long term developmental goals of the children in our care. We provide the opportunity for children to learn through their interests and play. We aim to give them a better start in life and prepare them for life by instilling a positive understanding of the community and environment in which they live.</p>
1.0 Structure of Policies	<p>The Outside School Care NT Policies, Procedures and related documents are structured as follows:</p> <ol style="list-style-type: none"> a. High level summary documented inline with the the seven (7) National Quality Areas and elements and linking to the Education and Care National Amendment Regulations. b. Policies are kept together in a file and are indexed and referenced to the related procedure and/or checklist/form c. Procedures and kept together in a file and indexed and referenced to the related policy and/or checklist/form d. Checklist and other forms are kept together in a file and are indexed and referenced to the related policies and/or procedures e. Handbooks and QIPS are kept on our website and onsite at all our services <p>All Policies, Procedures and Checklists are available to view on our website; www.outsideschoolcare.com.au</p>
2.0 Source and reference documents	<p>The key source documents are the Education and Care National Amenement Regulations and the National Quality Framework (NQF) Resource Kit.</p> <p>Some checklists and form documents are the ACECQA recommended templates.</p> <p>Individual policies and procedures have referenced the recognised best practice sources – such as Australian Government Guidelines in terms of health and safety related policies and procedures.</p> <p>The source documents are referenced at the bottom of the applicable policy or procedure.</p>
3.0 How the Policies and procedures are made available for review	<p>All Policies, procedures and related documents are printed out in hard copy and made available to review by Parents and interested parties, they are also sent out via an email on Kidsport for parents that wish to read them at home.</p> <p>Soft copies of the documents are also held by each site Director on the Site computer.</p>

<p>4.0 How staff are trained in the policies and procedures</p>	<p>Initial induction</p> <p>New staff will be provided with an overview of the policies and procedures upon commencement. For key policy documents related to Health and Safety and Educational Program and Practice – they will be provided with detailed instruction.</p> <p>Ongoing Training in National Quality Areas</p> <p>Outside School Care NT is committed to providing high quality services and in order to do this will provide employees with detailed training in the quality areas and how these are operational in terms of our policies and procedures.</p>
<p>5.0 Quality Improvement Plan (QIP)</p>	<p>It is a condition of Service Approval that a Provider must keep on its premises:</p> <p>A current Quality Improvement Plan (QIP) which is:</p> <ol style="list-style-type: none"> 1. Available for inspection by families and regulatory authorities and is 2. Updated 6monthly/ annually or as requested by regulatory authorities
<p>5.1 Regulations Extract</p>	<p>Regulation 55 <i>Quality improvement plans</i></p> <p><i>(1) The approved provider of an education and care service must ensure that a quality improvement plan is prepared for the service that—</i></p> <p><i>(a) includes an assessment by the provider of the quality of the practices of the service against the National Quality Standard and the Regulations; and (b) identifies any areas that the provider considers may require improvement; and (c) contains a statement of the philosophy of the service.</i></p> <p><i>(2) The approved provider must submit the quality improvement plan to the Regulatory Authority within 3 months of the grant of the service approval.</i></p> <p><i>Note. A compliance direction may be issued for failure to comply with subregulation (1).</i></p> <p>Regulation 56 <i>Review and revision of quality improvement plans</i></p> <p><i>(1) The approved provider of an education and care service must review and revise the quality improvement plan for the service having regard to the National Quality Standard—</i></p> <p><i>(a) at least every 6 months; and</i></p> <p><i>(b) at any time when directed by the Regulatory Authority.</i></p> <p><i>(2) The approved provider must submit the current quality improvement plan to the Regulatory Authority on request.</i></p> <p><i>Note. See regulation 31 for the conditions on the service approval requiring the current quality improvement plan to be kept available.</i></p>
<p>5.2 Responsible person for QIP update</p>	<p>It is the responsibility of the Outside School Care NT site Director:</p> <ol style="list-style-type: none"> 1. to make available a copy of the QIP for Parent and regulatory authorities and to 2. Ensure the document is updated <u>every six (6) months</u>
<p>5.3 QIP update Process</p>	<p>The Quality Improvement Plan (QIP) will be updated by referring to the following source documents:</p> <ol style="list-style-type: none"> 1. ACECQA newsletters and notices regarding legislation changes 2. Feedback from Families and Regulatory authorities (informal or formal) 3. Staff Meeting Minutes 4. Policy feedback Forms 5. Reference to the National Quality Standards 6. Any other changes that may be made to site

5.4 QIP Meetings	<p>A Quality Improvement Meeting (QIPM) will be held on-site at every six (6) months with the following agenda:</p> <ol style="list-style-type: none"> 1. Current QIP 2. Identified areas for improvement (including reason for and specifics of improvement) 3. Proposed solution to achieve improvement 4. Summary of improvements
6.0 Ongoing review and updates	<p>1. Six (6) monthly Quality Improvement Plan (QIP) reviews</p> <p>QIP sessions will be held at each site every six (6) months to identify areas in which the Quality Improvement Plan can be updated assess implementation of initiatives and training.</p> <p>2. Staff Appraisal and training</p> <p>Six (6) monthly staff appraisal sessions will be held to identify individual staff weaknesses in terms of understanding the NQF framework and OSC-NT policies and procedures.</p> <p>3. Policy Review sessions (yearly)</p> <p>Dedicated policy review sessions will be held to review individual policy documents in order to identify areas for update given legislative changes or changes in recommended practice.</p>
Related Checklists and Logbooks:	<p>All OSC NT Polices and Procedures All OSC NT Checklists and Forms Quality Improvement Plan (QIP)</p>
Specific Information for Parents:	
Sources/References:	<ol style="list-style-type: none"> 1. National Quality Standards February 2018. Standards: 4.2, 7.1, 7.1.1, 7.2, 7.2.1, 7.2.3, 7.3, 7.3.1, 7.3.4, 7.3.5 2. www.outsideschoolcare.com.au 3. National Quality Framework. www.acecqa.gov.au 4. Education and Care National Amendment Regulations 2017. Regulations: 55, 56, 168-172 5. Education and Care Services National Law 2010. <p>Education and Care Services Regulations</p>
Version Control/Updates:	<p>Version: 2.0 December 2013</p> <p>To be reviewed and updated by: June 2014</p> <p>Version: 3.0 November 2017</p> <p>To be reviewed and updated by: November 2018</p>