



Outside School Care NT

OSC-NT PS 25. – Regulatory Compliance Policy

Policy Description	In order meet regulatory requirements all OSC-NT sites must be aware of the regulatory framework, the reporting requirements and organisational
1.0 Knowledge of the National Regulations and NQF Framework	<p>The Education and Care National Adendment Regulations 2017 underpin the NQF Framework and Quality Areas. Detailed knowledge of or awareness of these is required by ALL staff in order for them to carry out their duties in a regulatory compliant manner.</p> <p>It is expected that each staff member has a desire and inclination to improve their knowledge of the National Regulations</p>
1.1 NQF Training	<p>OSC NT is committed to on going training in the NQF Areas and Education and Care National Amendment Regulations.</p> <p>This will take the form of:</p> <ul style="list-style-type: none"> - Employing only person/s who have completed or working towards a CERT III (or similar) qualification in a child care related course - Outlining in the Staff Handbook and induction process the importance of the Regulations and NQF Framework - Having available, on site, a copy of the Education and Care National Amendment Regulations 2017 and the ACECQA National Quality Framework (NQF) Resource Kit - Providing regular training to staff on National Quality Areas and how they should be incorporated into daily routines (both on-site and off-site with internal and external trainers (eg Child Australia) - Proving weekly non-contact time to all staff which will allow both documentation and review of Regulatory information to be undertaken
2.0 OSC NT Organisational structure	<p>The organisational structure of OSC NT sites will be the following:</p> <p>Provider - responsible for overall company and site compliance</p> <p>Site Manager & General Administration Manager (Nominated Supervisors) – 2nd in charge to the 2IC, support the staff on site and assume administration roles.</p> <p>Site Director (Responsible Person) - Responsible for day to day site running and compliance; will nominate a 2IC (who will be Responsible Person in their absence)</p> <p>2IC - Will assist with managing the site and compliance issues with the Site Director. They the default Responsible Person on-site in the Director’s absence.</p> <p><i>Please see diagram of OSC NT organisational structure.</i></p> <div style="text-align: right;"> <pre> graph TD Provider[Provider] --> GAdmin[General Admin Manager] Provider --> SiteManager[Site Manager] GAdmin --- SiteDirectors[Site Directors] SiteManager --- SiteDirectors SiteDirectors --- Site2ICs[Site 2IC's] Site2ICs --- Educational[Educational leaders] Educational --- Staff[Permanent Part time & Casual staff] </pre> <p>any will be</p> </div>
3.0 Acceptance and Deffinition of Roles	Changes to Regulatory requirements for the removal of certified supervisors in october 2017. It will be The Providers responsibility to nominate in writing a suitable Responsible Person, both parties must sign the acceptance of this role.

	<p>Provider - This is the person with overall responsibility of company and service compliance.</p> <p>Nominaeted Supervisor - Changes to Regulatory requirements October 2017 are there can be two (2) Nominated supervisors over 18 years. It will be The Providers responsibility to nominate in writing a suitable person, both parties must sign the acceptance of this role.</p> <p>OSC NT will request written consent to be assigned for both Nominated Supervisor and Responsible Person in charge from suitable educators.</p> <p>Responsible Person on-site - The Responsible Person has provided written consent to be assigned in the Responsible Person in charge.</p> <p>The Responsible Person will assume shift management of the service and exercise supervision and leadership.</p> <p>For OSC NT sites the order of priority for the designated Responsible Person is as follows:</p> <ol style="list-style-type: none"> 1. Site Director 2. 2IC 3. Senior Educators - Identified as being a senior staff member who is pertent to the team and their written consent sought for them to take on the role of Responsible Person. <p>Educational Leader - Each OSC NT site must have at least one (1) designated Educational Leader who is responsible for ensuring that the site’s Programming and Documentation meets the requirements of Quality Area 1.</p> <p>At OSC NT we would prefer that this role is undertaken by more than one person. However, the responsibility to ensure that compliance level is met rests with the Educational Leaders and Directors together.</p>
<p>4.0 OSC NT Policies and Procedures</p>	<p>The OSC NT Policies and Procedures outline the practises we have in place to meet the National Regulations and National Quality Standards.</p> <p>It is the responsibility of the Site Director to ensure that all staff act according to and have read the Policy and Procedure documents.</p>
<p>7.0 Awareness of Prescribed Information to Display</p>	<p>It is the responsibility of The Provider to inform the Regulatory Authorities of the following matters:</p> <p>However it is OSC NT Policy that the Nominared Supervisor must bring any of the following to the attention of The Provider (excepting those relating to registration)</p> <ol style="list-style-type: none"> (a) if the approved provider is notified of the suspension or cancellation of a working with children card or teacher registration of, or disciplinary proceedings under an education law of a participating jurisdiction in respect of, a nominated supervisor or certified supervisor engaged by the service; (b) if a nominated supervisor of an approved education and care service ceases to be employed or engaged by the service or withdraws consent to the nomination; (c) any proposed change to the education and care service premises of an approved education and care service; (d) ceasing to operate the education and care service; (e) any serious incident at the approved education and care service; (f) complaints alleging: <ol style="list-style-type: none"> (i) that the safety, health or wellbeing of a child or children was or is being compromised while that child or children is or are being educated and cared for by the approved education and care service; <p>As per Regulations 173:</p> <p><i>(1) For the purposed of section 172 of the law, the following inforation is prescribed in respect of the matters in paragraghs (a) to (e) of that section</i></p>

	<ul style="list-style-type: none"> a) <i>In relation to the approved provider-</i> <ul style="list-style-type: none"> i. <i>The name of the approved provider;</i> ii. <i>The provider approval number;</i> iii. <i>Any conditions on the provider approval;</i> b) <i>In relation to the service approval -</i> <ul style="list-style-type: none"> i. <i>Name of the education and care service;</i> ii. <i>The service approval number;</i> iii. <i>Any conditions on the service approval;</i> c) <i>In relation to the nominated supervisor or the prescribed class of persons to which the nominated supervisor belongs-</i> <ul style="list-style-type: none"> i. <i>The name of the nominated supervisor;</i> ii. <i>If the nominated supervisor is a member of a prescribed class;</i> d) <i>In relation to the rating of the service-</i> <ul style="list-style-type: none"> i. <i>The current rating levels for each quality area stated in the National Quality Standard; and</i> ii. <i>The overall rating of the service</i> e) <i>In relation to any service waivers or temporary waivers held by the service, the details of the waivers including;</i> <ul style="list-style-type: none"> i. <i>The element of the national quality standard and the regulations that have been waived; and</i> ii. <i>The duration of the waiver; and</i> iii. <i>Whether the waiver is a service waiver or a temporary waiver.</i> <p>(2) <i>For the purposes of section 172(f) of the Law, the following matter and information are prescribed-</i></p> <ul style="list-style-type: none"> a) <i>The hours and days of operation of the education and care service;</i> b) <i>The name and telephone number of the person at the education and care service to whom compliants may be addressed;</i> c) <i>except in the case of a family day care residence or approved family day care venue, the name and position of the responsible person in charge of the education and care service at any given time;</i> d) <i>the name of the educational leader at the service;</i> e) <i>the contact details of the Regulatory Authority;</i> f) <i>if applicable, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the education and care service;</i> g) <i>if applicable, a notice of an occurrence of an infectious disease at the education and care service.</i>
<p>8.0 Monitoring Inspections & Recording the services' compliance</p>	<p>As per Regulations 167(1)</p> <p>(1) <i>Subject to sub regulations (2) and (3), the record of the service's compliance must include the following information—</i></p> <ul style="list-style-type: none"> a) <i>details of any amendment of the service approval made by the Regulatory authority under section 55 of the Law, including—</i> <ul style="list-style-type: none"> i. <i>the reason stated by the Regulatory Authority for the amendment;</i> ii. <i>the date on which the amendment took, or takes effect;</i> iii. <i>the date (if any) that the amendment ceases to have effect;</i> b) <i>details of any suspension of the service approval (other than voluntary suspension), including-</i> <ul style="list-style-type: none"> i. <i>the reason stated by the Regulatory Authority for the suspension;</i> ii. <i>the date on which the suspension took, or takes effect;</i> iii. <i>the date that the suspension ends;</i> c) <i>details of any compliance direction or compliance notice issued to the approved provider in respect of the service, including-</i> <ul style="list-style-type: none"> i. <i>the person stated by the Regulatory Authority for issuing the direction notice;</i> ii. <i>the steps specified in the directions or notice;</i> iii. <i>the date by which the steps specified must be taken</i> <p>A 'Compliance' file is to be kept at each OSC NT site with the above referenced.</p>
<p>Related Policies and Procedures, Forms and Checklists</p>	<p>Responsible Person Consent Forms</p>

Specific Information for Parents:	
Sources/References:	<ol style="list-style-type: none"> 1. http://files.acecqa.gov.au/files/Information%20sheets/ACECQA%20Information%20Sheet%20-%20Nominated%20Supervisors.pdf 2. http://files.acecqa.gov.au/files/Information%20sheets/Information%20sheet%20-%20Changes%20to%20supervisor%20certificate%20FINAL.pdf 3. National Quality Framework www.acecqa.gov.au 4. National Quality Standards February 2018, standards 6.1, 6.2, 6.3, 7.1, 7.1.5, 7.3, 7.3.1, 5. Education and Care National Amendment Regulations 2017. Regulations 14, 16, 41-46, 168, 167, 171, 173-176, 177-180, 6. Education and Care National Law 2010
Version Control/Updates:	<p>Version: 3.0 June 2014</p> <p>To be reviewed and updated by: June 2015</p> <p>Version: 4.0 September 2017</p> <p>To be reviewed and updated by: September 2018</p>

