



Woolooware Outside School Hours Care

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NATIONAL QUALITY FRAMEWORK (NQF) POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care aims to provide a high quality service, which is dedicated to enhancing children's development and wellbeing, through continuous improvement and compliance with the National Quality Framework (NQF). We will conduct regular reviews to maintain compliance and ensure this is reflected in our Centre policies and practices.

CONSIDERATIONS

Education and Care Services National Regulations – R8, R136, R137, R168, R173

National Quality Standard – 1.1.1, 4.1.1, 4.2.2, 6.1.3, 6.2.2, 7.1, 7.1.2, 7.2.1, 7.2.2, 7.2.3

My Time Our Place: LO. 1, LO. 2, LO. 3, LO. 4, LO. 5

Other Service policies/documentation – WOSHC Philosophy, Policy Development and Review Policy, Role of Management Committee Policy, Nominated Supervisor Policy, Educator Orientation and Induction Policy, Professional Development Policy, Children (Education and Care Services National Law Application) Act 2010, Network of Community Activities NQF Files – 'NQF Orientation for New Educators', Australian Children's Education and Care Quality Authority (ACECQA)

PROCEDURES

National Quality Framework

The Australian Children's Education and Care Quality Authority (ACECQA) implements and governs the National Quality Framework (NQF). This framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- A national legislative framework
- A National Quality Standard
- A national quality rating and assessment process

It is the responsibility of Management and the Nominated Supervisor to ensure they are familiar with the NQF including the Education and Care Services National Law Act, Education and Care Services National Regulations and National Quality Standard.

The Nominated Supervisor is responsible for ensuring that all educators are familiar with the NQF and understand its relevance to the service and any impact it may have on developing Centre practices.

Educators will be offered training in the NQF and its relevance to school aged care services as a part of their professional development. Funds will be set aside for this training in the budget.



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National Legislative Framework

The national legislative framework is established through an applied laws system and consists of:

- The Education and Care Services National Law
- The Education and Care Services National Regulations

A Regulatory Authority will be primarily responsible for administering the NQF, including approving, monitoring and quality assessing services. In NSW, the Regulatory Authority is Department of Education- Early Childhood Education and Care Directorate.

The Nominated Supervisor and Management Committee are responsible for:

- Ensuring the service is operating under the appropriate law and regulations
- Ensuring educators are familiar with the legislation
- Ensuring the Centre is compliant with the law and regulations through their policies, procedures and practices
- Reporting to and notifying the Regulatory Authority where required

National Quality Standards

The National Quality Standard (NQS) is divided into seven Quality Areas:

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative partnerships with Families and Communities
7. Governance and Leadership

The NQS aims to promote:

- The safety, health and wellbeing of children
- A focus on achieving outcomes for children through high-quality educational programs
- Families' understanding of what distinguishes a quality service

Management and the Nominated Supervisor will ensure that the highest quality of care in the service is achieved by familiarising themselves with the NQS and adhering to each element of the seven Quality Areas.

The Nominated Supervisor will establish Centre practices designed to meet the outcomes of the NQS.

The Nominated Supervisor will report on the Centre's NQF progress at each committee meeting to keep all involved aware of any changes which may be relevant.



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Prescribed information to be displayed

Management and the Nominated Supervisor will ensure the prescribed information is displayed at the entrance of the service (as per Regulation 173), including:

- The name of the approved provider and the name of the education and care service
- The provider approval number and service approval number
- Any conditions on the provider approval and service approval
- The name of the nominated supervisor or, if the nominated supervisor is a member of a prescribed class, the class
- The service's current rating level for each Quality Area and the overall rating (or rating under previous NCAC system if not yet rated for National Quality Standard)
- Details of any waivers held by the service, including elements or regulations waived, duration of the waiver and whether the waiver is a service or temporary waiver
- The hours and days of operation of the service
- The name and telephone number of a person at the service to whom complaints may be addressed
- The name and position of the responsible person in charge at any given time
- The name of the educational leader
- The contact details of the regulatory authority
- A notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service, if applicable
- A notice of an occurrence of an infectious disease at the service, if applicable

Qualifications

Under the NQF, there are currently no qualification requirements for OSHC Nominated Supervisor or educators working in NSW. Management will be responsible for ensuring that any qualifications brought in are adhered to at all times. While there are no formal qualifications for OSHC in NSW, training is required and recommended to improve the knowledge and skills of educators under the Law and Regulations and these will be adhered to.

Any Certified Supervisor who has the role of Responsible Person must have completed an approved Child Protection Course. There must also be at least one person on every shift who has completed an approved course in First Aid, Asthma and Anaphylaxis (as per Regulation 136).

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023