



Use Of Council Facilities For After School Care

Date Adopted:	22 July 2014
Council or Corporate Policy	Council Policy
Responsible Division:	Environmental and Community Management
Supporting documents, procedures & forms of this policy:	N/A
References & Legislation:	N/A

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1 Purpose of Policy

This policy has two objectives:

1. To meet Council's obligation under the Local Government Charter to plan and provide for the needs of children, in particular the needs of primary school age children and their families.
2. To optimise the use of Council community facilities for out of school hours care.

2 Definitions

Word/Term	Description
Out of School Hours Care	<p>Out of school hours care (OSHC) covers services for children of primary school age -</p> <ul style="list-style-type: none">• before school (usually from 7:30am until 9am during school term);• after school care (usually 3pm – 6pm during school term); and• during school holidays and pupil free days (usually from 7.30 am till 6.00 pm each week day).

3 Background

Access to a quality out of school hours care service has the capacity to enrich children's lives, support families and build community. Through the provision of accessible, affordable quality care, out of school hours care services contribute to the economic and social wellbeing of families, children and communities by assisting families to manage the competing demands of work, study and family.

The wellbeing and education of children is our priority and we need to ensure Council resources are appropriately allocated to practical solutions to the out of school hours care challenge.

4 Policy Statement

1. Council facilities are valuable community assets which should be available for services for children when required and where appropriate.
2. Council will provide priority access to appropriate Council facilities, for after school care services from 3pm-6pm, Monday to Friday during school terms in 2014 and 2015.
3. Use of Council facilities for after school care services should not overly restrict use of the facility for other community purposes. In some facilities where the days

and hours of use outlined above would restrict other community uses, the hours and days could be modified, for example, from 3pm-5:30pm Monday to Thursday during school terms. Consultation with existing users and management/advisory groups can be undertaken to inform the assessment of the application to use a Council facility for an after school care.

4. Before an application to use a Council facility for an after school care is approved the applicant will undertake and provide to Council a risk assessment to ensure that the facilities are fit for the intended purpose and the facility meets the required criteria defined in Table 1, the applicant will demonstrate they are suitable and that risk and child protection issues are addressed.

5. The Conditions of Hire for each facility shall apply to the use for after school care services, including leaving the facility in a clean and tidy condition at the end of each occasion of use and minimising impact on neighbours.

6. The use of facilities for after school care will be formalised in a written agreement to ensure that the rights and responsibilities of both parties are understood and documented.

7. Council will work with any groups with existing bookings that are impacted by this Policy to make alternative arrangements.

8. Council will consider and approve the written agreement for the use of Council facilities for after school care.

9. A fee for use will be payable to Council, at minimum this will cover the costs of consumables (e.g. utilities, amenities supplies) and additional cleaning. Fees are defined in Table 2.

10. This Policy applies to all Council community facilities assessed as suitable against the criteria defined in Table 1.

11. This Policy relates to the broad range of use for after school care, including both not-for-profit and commercial uses.

12. This Policy applies to after school care services that operate as either annex services to an existing OSHC service or as an autonomous service.

13. This Policy acknowledges that appropriate provider registration and service approval requirements must be met by the after school care provider and that these requirements are independent of Council facility use requirements. (The NSW Department of Education and Communities regulates children's services in NSW).

14. An additional agreement on the use of Council's community bus to transport children from school to after school care could be agreed where required.

15. This Policy will be reviewed and the use of community facilities for after school care will be evaluated at the end of 2015.

5 Policy Implementation

Criteria for Council facilities to be used for after school care

The required and desirable criteria defined below in Table 1 have been developed with reference the National Quality Framework and the former OSHC specific standards, the National Standards for Outside School Hours Care. These criteria are provided to assess community facilities for suitability for use for out of school hours care.

Criteria	Rationale	Requirement	Desirable
1. Location is within walking distance of the school	<p>Evidence clearly indicates that OSHC services work best when located within or adjacent to schools.</p> <p>The community facility used for OSHC is located within walking distance of the school. Transport may be required from the school to the OSHC where necessary.</p>		■
2. Adequate and suitable indoor space	<p>OSHC services should provide areas for children which are safe, which have the space to allow flexibility in programming and to allow the children a choice of large or small group or individual activities and for children to move about and engage in a number of activities.</p> <p>These spaces should be available to allow school age children to be physically and psychologically comfortable, and should allow children to safely store their possessions and display their creativity.</p> <p>OSHC services should also provide access for children with disabilities.</p>	■	
3. Outdoor space	<p>Outdoor space within the school grounds (play grounds) may be used to deliver the ASC service if outdoor space is not available on-site.</p>		■
4. Food preparation facilities	<p>The provision of nutritious snacks is an integral part of a quality service.</p> <p>Safe, hygienic facilities for the preparation, storage, heating and cooking of food for children, including a sink, refrigerator and hot and cold running water</p>	■	

<p>5. Toilets and hand basins</p>	<p>OSHC children and staff should have safe access to toilets (including access for children with disabilities) and hand washing facilities.</p> <p>Requirements:</p> <ul style="list-style-type: none"> a. 1 toilet for every 15 children; b. hand washing facilities; and c. soap and hand drying equipment. <p>Where exclusive use of toilets is not available, specific Policy and Procedures will need to address this.</p>
<p>6. Storage facilities on-site</p>	<p>OSHC services usually share the space they use with other groups. Many services are required to store their equipment away at the end of each day. Provision of adequate storage (on-site or mobile), that equipment can be available and maintained in good repair. Some of the storage should be accessible to children to allow them independent access to equipment. For health and safety reasons, however, some storage should be accessible to staff but not to children. A lockable facility is necessary for the safe and confidential storage of OSHC records (this may be off-site). Temporary storage of kitchen refuse and garbage is also required.</p>
<p>7. Telephone facilities</p>	<p>A telephone is essential both to the ordinary operating of an OSHC service and to the calling of emergency services for assistance and to the calling of parents/guardians/approved persons during emergencies. The telephone should be accessible via mobile reception or the service direct access to a landline telephone.</p>
<p>8. Staff facilities</p>	<p>A separate space for staff is not required, the administration of the service can occur off-site.</p>
<p>9. Furniture</p>	<p>Basic furniture is required, this comprises a seat and desk/table space for each child and staff member (if the facilities has existing furniture that could be used). Furniture that is easily moved and can be stored away when not in use is preferred.</p>

Table 1. Criteria for Council facilities to be used for after school care

Note: Development approval may be required for facilities to be used for after school care

6 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	22 July 2014	Council	
2			