

# Keithcot King's OSHC Philosophy Statement

Keithcot King's OSHC is a service dedicated to providing local families with quality care which is accessible and supportive. We aim to provide a fun, nurturing, stimulating and educational environment in which children's leisure time is supported through fun, flexible programs that meet their needs.

The Keithcot King's Out of School Hours Care Service is a child-focused service where:

- Children, families and educators are treated as equal and valued individuals creating a sense of belonging. The service will demonstrate this by:
  - Plan for individual children based on information gathered from families and observations.
  - All educators have opportunities to plan and program for a variety of different activities.
  - Educators, children and family's individual skills and abilities are encouraged and supported by the service.
- The value of play is paramount and children have opportunities for challenge and ongoing learning:
  - Educators will develop programs around the needs and developmental stages of the children in care.
  - Children can make suggestions to assist the program from their own interests and abilities.
  - Children will be provided with a diverse range of activities including, but not limited to, crafts, board games, sports, electronic media and practical life skills.
- Children are encouraged to develop to their full potential within a safe, caring and supportive environment that recognises the importance of families for children. This is supported by the service though:
  - Educators will provide a safe and nurturing environment through OHSW procedures.
  - Educators will create an aesthetically pleasing environment where children's art work is celebrated.
  - Families will be encouraged and welcomed to participate in the service by staff on arrival and through surveys.
- Through a positive approach, children's behaviour is guided to build their confidence and self-esteem. This is supported by:
  - Children's feelings are respected and acknowledged and they are encouraged to self-regulate their emotions.
  - Educators will approach behaviour in a supportive manner being discrete in refocusing children's behaviour.
  - Information will be available to families on their children's participation throughout the day.
- The service aims to reflect the local community by encouraging participation and discussion about all issues relevant to the running of the service.
  - Giving children and families a voice through OSHC Committee and OSHC Captains.
  - The Governing Council (operating body) will be readily involved in all aspects of the service.
  - The service will encourage children to support causes in the community through charitable events.

**Created: July 2015**

**Review Date: January 2016**

# Risk Assessment

## (National Quality Standards 2 and 7)

Policy number: ..... Approval date: .....

To be reviewed: .....

### Background

The policy on risk assessment is not specifically identified by Regulation 168. However, risk assessment is required in several key aspects of service delivery and services will need to be able to demonstrate a familiarity with the process. It has been decided to prepare this as a stand-alone policy which, by nature of the requirements, does not fit easily into the prepared template. With the implementation of the Regulations, there is a change in the adult to child ratio to be applied for excursions. Services must base the ratio on a risk assessment of each excursion. There remain very clear descriptions of adequate supervision (refer to the Guide to Education and Care Services National Law and Education and Care Regulations 2011). In short, the onus is on the Approved Provider and educators to ensure that every effort is applied to ensure that children are safe and to minimise risks.

There should be a regular risk assessment undertaken of emergency procedures. The application of a risk assessment process is valuable in any situation where there is some concern about an operational change, to assess the potential risks and determine how these can be most effectively minimised.

In summary, risk assessments:

- are a requirement of the National Quality Framework
- are best practice
- will minimise risks
- will provide documented evidence which may be used as defence in a court of law and assisting educators meet their duty of care responsibilities.

### 2 Policy Statement

**The Keithcot King's OSHC service complies with the requirements of the National Quality Framework and undertakes risk assessments of excursions, emergency procedures and other situations of change (such as a temporary relocation). Keithcot King's will prepare risk assessments each time a vacation care program is presented to be approved by the governing council/representative.**

### 3 Relationship

Regulations	National Quality Standard	Other Policies/ Service Documentation	Other Legislation/ Guidelines
168	2 & 7		OHS&W Act/ Regulations
100-101		Excursions Policy	
97		Emergency and Evacuation Policy	
103-115		Child Safe Environment Policy	
173-177		Governance and Management Policy	

## 4.1 Description of risk assessment

- Using the table provided on Page 4 identify areas of risk for each activity you will be performing.
- Assess the Risk Level using the Key provided below the Action Plan.
- List strategies the service will undertake to minimise the risk identified.
- Identify the person who will take responsibility for ensuring the strategies are followed.
- If necessary, identify a time frame in which the risk will be brought to an acceptable level.
- Be aware of the composition of the group of children participating in the excursion as it is unlikely that the same group dynamics will be in place from one excursion to the next. A second significant variable is the skills and experience of the educators and staff involved in an excursion.
- A risk assessment will be undertaken for all areas used at the service. Each risk assessment of each area will be provided in staff area packs and will be used by staff at the start of each session to identify and control risks each day.
- All action plans should be reviewed annually and must be approved by the Governing Council.
- Action plans must be made available to all staff participating in the excursion/activity.



### Work Health and Safety (WHS) General Risk Assessment Tool

This Risk Assessment tool is to be completed by the site manager in consultation with affected workers to determine the risk control/s required to manage general work health and safety risks.

Use this document to identify the level of risk and help to prioritise the implementation of risk controls. Using the Risk Assessment Matrix for Work Health and Safety (WHS) Risks over the page, consider the **consequences** and **likelihood** for each identified hazard to determine the risk rating. After the identification of risk control/s reassess the risk to determine the residual risk level.

Refer to the Hazard Management Procedure for further details.

Site	Ketching's OSC				Date of Assessment	Review Date
Describe the Activity and Location						
Risk Assessment Team	Name	Position	Contact No.	Signature	Date	

### Hazard Identification and Risk Assessment

Hazard Type	Hazard Description	Risk Assessment			Existing Risk Controls in place	Hierarchy of Risk Controls	Risk Controls to be Implemented		Residual Risk Assessment		
		Likelihood	Consequence	Risk Rating			Likelihood	Consequence	Risk Rating		

### Risk Assessment Matrix for Work Health and Safety (WHS) General Risks

		Consequences				
		1 - Insignificant In-house first aid treatment	2 - Minor Treatment by medical professional/hospital outpatient, etc.	3 - Moderate Serious non-permanent injury, overnight hospitalisation	4 - Major Extensive permanent injury, Extended hospitalisation	5 - Catastrophic Death, permanent disabling injury
Likelihood	A Almost certain to occur in most circumstances	High	High	High	Extreme	Extreme
	B Likely to occur frequently	Medium	High	High	Extreme	Extreme
	C Possible and likely to occur at some time	Low	Medium	High	Extreme	Extreme
	D Unlikely to occur but could happen	Low	Low	Medium	High	Extreme
	E May occur but only in rare and exceptional circumstances	Low	Low	Medium	High	High

### Risk Prioritisation Schedule

Once the level of risk has been determined the following table may be of use in determining what to do and when to implement risk control/s.

Risk Level	Step the activity
<b>Extreme</b>	Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 24 hours. An identified extreme risk does not allow for the use of administrative controls or personal protective equipment, even in the short term. Escalate to Health and Safety Services within 12 hours for case management. Report to Chief Executive and relevant Deputy Chief Executive within 24 hours. Briefing to Minister within 72 hours. Record on site and Health and Safety Services' Risk Register and Corrective Action Log.
<b>High</b>	Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 72 hours. Escalate to Health and Safety Services within 24 hours for inclusion in the Risk Register and Corrective Action Log. Report to relevant Senior Executive within 72 hours. Record on site and Level 2 Health and Safety Committee Risk Register. Manage and monitor by Level 2 Health and Safety Committee.
<b>Medium</b>	Take reasonably practicable steps to minimise the risk until elimination, substitution, isolation or engineering controls can be implemented within 7 days. Temporary administrative and/or personal protective equipment controls may be used but must not be considered permanent solutions. Report to site manager. Manage and monitor by the site Level 1 Health and Safety Committee.
<b>Low</b>	Take reasonably practicable steps to minimise and monitor the risk by establishing permanent controls within 30 days. Permanent controls may be administrative and/or personal protective equipment controls. Manage and monitor by site Level 1 Health and Safety Committee.

### Hierarchy of Risk Control

The way of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown below. This ranking is known as the Hierarchy of Risk Control. The WHS Regulations require duty holders to work through this hierarchy when managing risk.



## 4.2 The risk assessment must consider:

- The proposed route and destination for the excursion; and
- Any water hazards; and
- The transport to and from the proposed destination for the excursion; and
- The number of adults and children involved in the excursion; and

- The educator to child ratio required under the Law, and whether a higher ratio of educators or other responsible adults to children may be appropriate to provide supervision, given the risks posed by the excursion; and
- The proposed activities; and
- The likely length of time of the excursion; and
- The items that should be taken on the excursion (eg mobile phone and a list of emergency contact numbers).

### **5 Other considerations**

In instances where there is uncertainty about the identified risks that arise from a risk assessment, seek the guidance of the Approved Provider. This could result in the Approved Provider (or nominee) countersigning the risk assessment.

### **6 Resources/References**

1. Guide to Education and Care Services National Law and the Education and Care Services National Regulations 2011 at [www.acecqa.gov.au](http://www.acecqa.gov.au) (the appendices of this document also present a template for Risk Assessment Forms)
2. Education and Care Services National Regulations under the Education and Care Services National Law—2011 at [www.acecqa.gov.au](http://www.acecqa.gov.au)