



# KINGSBURY PRIMARY SCHOOL

## OSHC

### QUALITY ASSURANCE POLICY

Aspire ★ Aim ★ Achieve

#### **POLICY STATEMENT**

Kingsbury Primary OSHC will strive to meet the highest level of Quality Assurance with the National Childcare Accreditation Council (NCAC) and work in conjunction with Community Childcare Victoria (CCC) to provide the best achievable quality of service for the children and families who attend the program.

#### **RATIONALE**

Kingsbury Primary School OSHC aims to provide children with high quality care that promoted learning and development with particular emphasis on play, social interaction and recreation. The broad objectives is to ensure that all children participating in OSHC with stimulating, positive experiences and interactions which foster their self-esteem and confidence.

#### **PROCEDURE**

##### **OSHC Management has the responsibility to ensure that:**

- The service is registered with the NCAC for the Quality Assurance System;
- Any fees required by the NCAC are paid on time;
- Staff is supported in the implementation of the My Time My Place OSHC Framework;
- An annual family survey is conducted outlining benefits of the program and needs required for future programs;
- Feedback forms after holiday programs are reviewed as a part of our continuous improvement plan.

##### **The staff team has the responsibility to ensure that:**

- The service is prepared for the Quality Assurance Audit within the timelines set by the NCAC;
- Self-assessment processes are undertaken prior to the NCAC visit;
- Required processes are followed up in line with the recommendations outlined by the NCAC;
- Staff meetings are used as an opportunity to discuss and complete Quality Assurance matters and tasks;
- Each staff member is familiar with and works towards each of the 7 quality areas;
- Staff is to aim to achieve the highest level of quality for the Kingsbury OSHC service.

#### **LINKS TO OTHER POLICIES**

- [Management of the Service Policy](#)

#### **REFERENCES**

- [www.ncac.gov.au](http://www.ncac.gov.au)
- [www.mychild.gov.au](http://www.mychild.gov.au)
- [www.deewr.gov.au](http://www.deewr.gov.au)
- Draft Quality Practices Guide for Outside School Hours Care – Edit 16 December 2002.
- Quality Area 8 – Managing to Support Quality Principal 8.3 – Management has effective strategies for communicating with families.

#### **AUTHORISATION**

This policy was developed on [date] and first approved by the Kingsbury Primary School School Council on [date].

#### **NEXT REVIEW DATE**

This policy will be reviewed on [same date + 1 year].