



Out-of-Scope (Licensed) Services Networking meeting

Communique 4 – March 2023

Service Representatives:

Jenea Airey and Nanette Botha	Beehive Play Centre
Justin Abrahams and Samantha Sutcliffe	Bridgewater Police and Community Youth Club Outside School Hours Care (BPCYC)
Janine Heath	Pilgrim Uniting Early Learning
Peta Griffiths	Riana Early Learning Centre
Michelle Mallett and Casey Reid-Staniek	Tasmanian Aboriginal Child Care Association (TACCA)
Tracey Roberts	Wombats Child Care Centre and ECU Stakeholder Reference Group member for OOS services
Jodi Geard and Lee Mundy	West Moonah Community Preschool
Louise Adams and Di Aurik	Legana Play Centre
Jo Nash	Possums Play Centre
Lisa Coulson	Aboriginal Children's Centre
Tanya Greenwood and Mariah Terry	Fingal Valley Neighbourhood House Play Centre
Renee Holubnystchyi and Alice Wallen	Wanslea In Home Care Service - Tasmania
Nicole Thompson	Kingston Child Care Centre
Natalia Clarke and Angie Garwood	Devonport Play Centre
Jacqueline King and Priscilla Pacey-Mayne	Grasshoppers Play Centre
Jennifer Heawood	Brighton Play Centre
Alice Batten	The Launceston Preparatory School Early Learning Centre
Kate Lee	Midlands Rural and Remote Child Care services - AVOCA and CRESSY
Representative	Tarremah Steiner School Early Childhood Centre
Representative	Circular Head Christian School Early Learning Centre

ECU Representatives

Janelle Brennan, Acting Manager Education and Care	Department for Education, Children and Young People (DECYP)
Liz McNally, Operations Manager Compliance	
Jane Jepson, Authorised Officer / Licensing Officer	
Ingrid McGinniss, Grants Officer	
Elli Liddell, Policy and Communications Officer	

The ECU and representatives from out of scope (licensed) services connected in a face-to-face meeting on 31 March 2023. The information below reflects the discussion and outcomes from the meeting:

1 Bridgewater PCYC – Collaborative Partnerships with Families and Communities

Guest speakers Justin Abrahams and Samantha Sutcliffe from Bridgewater PCYC OSHC shared a presentation with ECU and service representatives on their way of working in collaborative partnerships with families and communities. The Tasmanian winner of the 2023 Telstra Best of Business Awards – Building Communities Category, Bridgewater PCYC specialises in youth engagement and support. The OSHC program is integrated with the other operations of the organisation, allowing it to be highly responsive to the needs of the community.

Justin outlined the operational and demographic challenges faced by the service, attributing their success to their unique engagement and service delivery model, which is based on communication, collaboration, compliance, and relationships.

The group discussion that followed centred around the placement of services to identify specific community needs and build support, guidance and trust building into their practice, as well as practical ways to engage with communities and parents.

We are keen to accommodate similar contributions from other services in future meetings. If you have any particular aspect of your service delivery that you would like to share with the group, please contact Jane to discuss.

2 Supervision

Liz presented a short information session on the legislative requirements outlined in the *Child Care Act 2001* regarding adequate supervision. Discussion included unpacking the requirements of:

- Section 29 – Safe and suitable child care
- Standard 2 – Carer qualifications
- Standard 3 – Ratios of Carers to children
- Standard 6 – Play and sleep space
- Standard 8 – General facilities
- Standard 9 – Fences and barriers
- Standard 10 – Water safety
- Standard 16 – Philosophy, policies and procedures

Liz provided examples of adequate supervision and spoke to various factors which can impact on adequate supervision, including educator experience, children's age and development, ratios and group sizes and premise design and layout.

The ECU encourages services to consider how the below strategies can be used to address supervision concerns within the context of their individual service:

- Strong policies and procedures, easy to read and understand
- Training/check-ins on policy and procedure to ensure embedded in practice
- Individual performance development plans/training opportunities
- Group discussions/training opportunities
- Consideration of appropriate ratios in that environment/time period
- Changes to the environment to promote line of sight/remove obstructions

The presentation slides have been shared with service representatives.

3 Grants update/reminder

The ECU would like to issue a reminder about reporting requirements for Operational Grant recipients. Thank you to services that have returned their acquittals.

The Operating Hours and Service Utilisation Forms were due on 7 April 2023. If you haven't already done so, please complete and forward this form to the ECU.

For services whose financial year ended 31 December 2022, the Accountability Statement and associated documentation is due by 30 June 2023. To enable the ECU to distribute 2023-24 Operational Grant funding promptly please submit all required documentation.

Please contact the Grants Officer at grants.ECU@decyp.tas.gov.au if you have any questions.

4 ECU Staffing Update

Manager of the ECU, Vidhya Chelliah, will be continuing the important work she is doing in the national policy space and in leading the Closing the Gap work for DECYP. Janelle Brennan continues to Act as Manager of the ECU until 30 April 2023. An Expression of Interest (EOI) is currently open to backfill the Manager position for a 12-month period from May 2023. To ensure continuity in operational functionality and best support the sector, Charlotte Geeves is Acting Operations Manager - Assessment and Rating. Petra Ambrosiussen is Acting Regulatory Officer during this period.

Estelle Clerk, Policy and Engagement Manager, has returned to the ECU after a period of extended leave. Annette Bourke, Administration Officer, has retired. Daisy Bacon has been appointed in the role of Project and Administration Officer.

Recruitment for a Project Manager - Education and Care Workforce Strategy, as well as recruitment for an Education and Care Assessor to cover maternity leave is underway.

5 Child Care (Fees) Regulations consultation process feedback

The *Child Care (Fees) Regulations 2013* expire in June 2023, which has provided an opportunity to review the regulations to consider whether the fee structure and fee amounts remain fit for purpose.

In February 2023, the ECU conducted a public consultation to collate stakeholder feedback on proposed changes to the regulation. Approximately 70 per cent of licensed services provided a response. Feedback was generally positive with regard to support for the proposed changes, with some feedback received regarding the importance of flexibility for services experiencing financial hardship.

The ECU will provide a further update on changes in due course.

6 Child Care Act review

The *Child Care Act 2001* (the Act) will undergo a full review beginning in 2024.

The ECU invites services to share any initial feedback or suggestions for inclusions in the Act with Jane in anticipation of this full review.

7 CBC5 Operational Guide

The ECU has reviewed and updated the CBC5 Operational Guide, which was previously updated in 2017. Key updates to the guide include further detail around supervision, risk and hazards, interactions and discipline, serious incident notifications and complaints.

A preliminary version of the updated guide was shared with service representatives. The [CBC5 Operational Guide](#) can be found on the [ECU website](#).

8 Notifications of serious incidents

There is a requirement to notify the ECU of serious incidents (Standard 17.5 of the CBC 5 Licensing Standards).

The ECU is also asking services to report of other incidents which may not reach the threshold for hospitalisation, or the standard for mandatory reporting, so that we can provide guidance regarding responses or required actions where necessary.

9 Feedback about molestation and sexual abuse insurance cover

Under the licensing standards, services are required to hold public liability insurance. There remains some disparity between the National Law and Regulations and licensing standards, specifically with regard to a specified requirement for public liability insurance to include molestation and sexual abuse cover.

The ECU has received some reports of insurance providers excluding coverage for molestation and sexual abuse if a service is not approved under the NQF. Liz led a discussion canvassing service representatives regarding their experience in obtaining coverage.

Service representatives noted that in some instances their insurance provider had raised the requirement with them and were able to offer this cover with minimal increase to cost. Other services noted that under their provider it presented a substantial cost for them to include.

A question was raised as to what training might be available around mandatory reporting requirements. Liz noted that the [Child and Youth Safe Organisations Framework | carcru \(justice.tas.gov.au\)](https://www.justice.tas.gov.au/carcru) is intended to be implemented in 2024 and will include a mandatory reporting component. The legislation was tabled in the Tasmanian Parliament in November 2022 and is going through approval processes. There is intended to be a training component included in the implementation of the Framework.

10 Feedback from OOS meetings

Feedback on the structure, content and value of the quarterly out-of-scope networking meetings was invited following our last session in November 2022. Feedback generally confirmed that face-to-face connection was providing value, and that the standing agenda item whereby an individual service shares some aspect of their practice and programming has been positively received.

The ECU had also canvassed service representatives regarding possible opportunities for grants-funded training, receiving suggestions for training in identifying trauma and supporting children, risk assessment and policy writing, and managing challenging behaviours.

In regard to preferred training delivery modes, representatives noted that this depends on content, with some subjects suitable for online delivery, where others require face-to-face connection. Where face-to-face sessions are planned, it was agreed that holding sessions in both the North and South of the state is preferred. Saturday sessions suit services. All attendees agreed that substantial notice is best in order to facilitate planning and maximise attendance.

11 ECU Stakeholder Reference Group update

Liz McNally shared a brief update on the items discussed at the recent SRG meetings held in March 2023.

Should you wish to raise any issues for consultation or have information provided to the ECU at SRG meetings, Tracey can be contacted at: troberts4@iprimus.com.au

An SRG Communique is developed after each meeting to share relevant points of discussion. This Communique is distributed via email to all providers and services within the Tasmanian education and care sector.

10 Next Meeting

The next OOS meeting is proposed to be held in Campbell Town in October 2023, date to be confirmed.

Janelle Brennan
Acting Manager, Education and Care Unit
Department for Education, Children and Young People