

A photograph of school children in a playground. In the foreground, two girls in light blue polo shirts and dark grey skirts are participating in a rope activity. One girl is standing and holding a rope, while the other is bent over, also holding a rope. In the background, other children in similar uniforms are visible. The image is partially obscured by a green diagonal shape in the top right and a black diagonal shape in the bottom left.

# OSHC Toolkit

*Everything you need to know about working for anzuk  
Education in the OSHC Team!*

# A Guide to OSHC

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# A typical Before School Care Shift



## 6:55am

You arrive to the service ready to welcome children, with your Anzuk Lanyard and Dressed as per our guidelines. You support the Coordinator and Educators in setting up activities, breakfast options and make sure the service looks presentable.

## 7:00am – 8:30am

You engage with children in activities. Supporting the welcoming of families and children. You may be asked to go outside, so be sure to have your hat ready to go! You might assist with making toast or serving cereal. You may be asked to do a head count or two during the service.

## 8:30am

Time to pack up ready for school! Assist with cleaning the room. Support with dishes and tidying up. Preps may need assistance being walked to class as well!

## 8:55am

Ask the Coordinator to sign off on your time sheet. Be sure to document in their reflection journal or complete an observation. Thank them for the session!

# A typical After School Care Shift



## 3:00pm

Arrive for your shift ready to work. Ensure your phone is placed in the staff area and not on you. Prepare afternoon tea, discuss with the staff how many children, activities are happening

## 3:30pm - 4:00pm

Children arrive, sign in process occurs and afternoon tea. Its SO IMPORTANT TO BE ACTIVELY SUPERVISING!

## 4:00 - 5:00pm

You will be allocated an activity, craft, cooking, sporting activities! Please ensure you are actively supervising and engaging with the children. Say hi to families who arrive.

## 5:00pm

Things start to wind down, children will come back inside. and settle down. This is the time children might have a late afternoon snack, watch a movie.

## 5:30pm - 6:30pm

This is usually pack up time, cleaning dishes, packing activities away. Ratios will drop so you might be sent home.

## Reminder:

Please ensure you let staff know if its your finishing time, ask them to sign your team sheet and say thank you for the shift!

# A typical Holiday Club Shift

## 6:30am – 8:30am

Shifts range from these times. When you arrive to the service, the children will be slowly arriving. This time is usually free activities, board games colouring etc. Please spend time engaging with the children ready for the day. Find out what is planned for the day.

## 9:00am

If its an excursion day, you will ready to leave and head off on the bus! Ensure you follow the "Excursion Supervision Slide"

## 9:00am – 10:30am

Activities will run, if its an incursion day, be sure to still be actively supervising and engaging.

## 10:30am – 11:00am

Morning Tea will occur. Be sure to supervise if any nuts/allergies for the program

## 11:00am – 12:00pm

More activities will occur in line with the theme!

## 12:00pm – 1:00pm

Lunch for the day.

## 1:00pm – 3.00pm

More activities will occur in line with the theme!

## 3:00pm – 4.00pm

Afternoon Tea is served for the children

## 4.00pm – Closing Time

Pack up, engaging with children, greeting parents!

At the end of your shift, ensure your timesheet is signed and that you thank the coordinator for the day! Hand over any incidents that might have happened from the day.

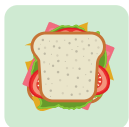


# What to bring to a Holiday Club Shift...

**Preparation is Key! For any holiday club shifts, please ensure you remember to bring along the following:**



***Drink Bottle***



***Your Morning Tea and Lunch. A lot of services will not allow you to purchase food when off site, if you are on site you will get a 30 minute break but there is no guarantee for local food/cafes around.***



***A hat for all Terms! Some schools require hats all year round and some just in Term 1 and 4. Please bring along a sun smart hat.***



***Your time-sheet. This is important, it can be accessed on the Ready2Work App***



***Your staff record if its your first time to the service. This would include your VIT/WWCC, Mandatory Reporting, Qualification/ Transcript and any First Aid you may have.***

# Outdoor Supervision

## *Tips for Supervising Outside:*

- Ensure that the children remain in the boundaries at all times. If your not aware of the boundaries please ensure you ask the Coordinator or regular educators!
- Be aware of how you are positioned! Be standing in a location where you can see ALL the children. Position and scan the area at all times whilst engaging!
- If your given a walkie talkie, please ensure you communicate with the educators inside any children that are moving back inside. Send them in pairs ALWAYS!
- Bathroom Supervision: Please follow the instructions depending on where the bathroom is. Sending children in pairs is best except for HIGH RISK bathrooms.



# Excursion Supervision

## *Tips for Supervising Outside:*

- The ratios for excursions are generally much lower, most services run to a 1 Educator to 8 Children ratio during these times.
- Typically, you are allocated a group of 8 children who are your responsibility for the outing. Please ensure you are completing head counts every 15 minutes or when you move between spaces as these are HIGH RISK EXCURSIONS.
- When you get on the bus, off the bus or move between spaces please ensure you support with head counts to ensure ALL children are accounted for.
- When children need to use the bathroom on an excursion, you MUST escort them in pairs. Please stand outside the bathroom waiting for them to come back out.
- If you need to use the bathroom, please ensure another staff member can watch your group so that the children are adequately supervised.





# OSHC Assistant Position

## *Major Responsibilities*

- Follow the policies and procedures of the service/school that they work with along with anzuk Child Safe Policy
- Work within the National Quality Standards and My Time Our Place
- Assisting in keeping the OSHC room tidy
- Any duties directed by the Service Coordinator
- Assist children who are injured by applying first aid
- Treat all children with dignity and respect
- Engage actively with the children through planned and unplanned activities
- Actively supervise the children and support the overall service with supervision practices
- Work with the educators at the service in a professional manner
- Keep in communication with service/school educators to ensure any relevant issues or incidents are reported.
- Consistently record reflection journal entries and observations for the weekly programs
- Acknowledge and interact with parents at the service in a friendly manner.
- Support with the preparation and serving of Breakfast or Afternoon tea
- Report any feedback or incidents directly to anzuk Education

# How will I get OSHC shifts?

## *Before School Care Shifts*

- These shifts are usually booked the day before and you would know you the night before if you are working a morning shift.

## *After School Care Shifts*

- These generally come through between 9am - 12pm the day ASC is required. Please ensure you are ready to take our calls during this time if your free for an afternoon. Some shifts are prebooked in advance as well depending on the client.

## *Holiday Clubs*

- Special Education Settings or Specialist School shifts are prebooked well in advance. Mainstream Holiday club shifts will come through the morning of generally.

## *Are my shifts texted to me or put on Ready2Work?*

- The short answer is no, we firmly believe in relationships and personalised service. We will call you for ALL shifts. Once you verbally accept them we will place you into the shift and you will be able to see it on Ready2Work when you login for the details.

## *Do I need to log on to Ready2Work every day I am available?*

- If you have set yourself as "set hours" for a day, there is no need to say "I'm available for work" on ready2work. If you are free for a full day of work, please press "I'm available for work". During the school holidays, it is vital to click "I'm available for work" and be ready to leave for a shift by 7am. Shifts will range from 7:30am - 6:30pm in the holidays.

# Important Tips



The ratio is 1 Educator to 15 children. CHILDREN ARE NOT TO BE LEFT UNSUPERVISED AT ANY TIME.



Engagement is one of most important parts of working with children. This means getting down on their level, asking open ended questions and showing interest. Being involved in the activity rather than "observing" the activity



Please always arrive 15 - 30 minutes early so you can receive an induction from the Coordinator. If you do not get offered an induction - ASK FOR ONE!



Parking at a school can be a bit hectic, so ensure that you research the school before you go. If your not sure, feel free to ask us as well. If able to, I would encourage using Public Transport where possible for Afternoon Shifts.

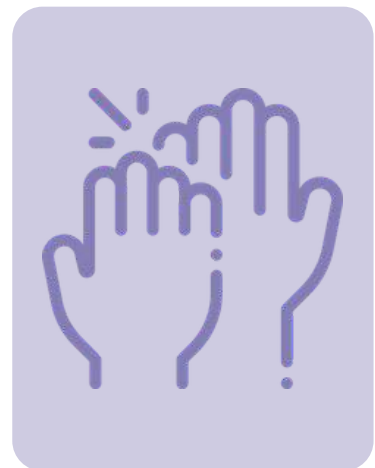
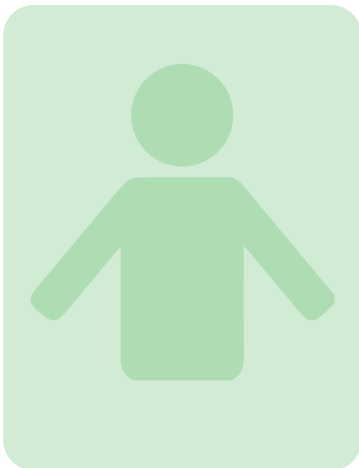


When you arrive to the school for the first time, if you can't locate the OSHC program always go to the front office and let them know. They can direct you to the OSHC building. If your in a shift for Oshclub, TheirCare, TeamKids, or any organisation, look out for their signage

# SEN Programs

- The ratio in a SEN program can differ depending on the needs of the children. Some children require 1:1 care, 2:1 care and 1:4 care. The staffing is to support this.
- You may be placed with one child for most of the day, please ensure you are aware of the behavior needs and ask to see the behavior management plan to support them.
- SEN programs have a higher incident rate due to the low - high needs of children. If an incident occurs, its so important that you immediately inform the Coordinator or 2IC at the service and record an incident form. This is so the correct process can be followed with the families.
- Please let the Coordinator know your comfortability of changing nappies or toileting, or anything in particular you may need support with. This will help them to best support you with the right children and be more aware of whats happening.

We work with clients in all areas for Special Education Settings and Specialist Schools. These are on offer for After School Care and Holiday Clubs. These are generally prebooked so you would know in advance and can prepare accordingly.



# Other Information

## *Timesheets*

- Please ensure you take timesheets to all of your shifts! If you don't it will delay your pay.
- It is 1 timesheet per school/service you attend, it **MUST** be signed by the Coordinator/Person in Charge at the end of your shift.
- Please email your timesheet to [timesheets@anzuk.education](mailto:timesheets@anzuk.education) at the end of the week.



## *Uniform for OSHC*

- As OSHC is play focused care, the uniform is a bit more relaxed than Early Childhood Shifts.
- You are welcome to wear runners to your shifts, black jeans and a polo. Please ensure you are still neatly dressed and are not wearing anything that is dirty or unclean.
- After your first shift, you are welcome to mimic the clothing/uniform of the schools/services you go to if your still unsure about what to wear.

# How to Document Reflection Journal Entries

*Johnny and Sally were playing outside today in the sandpit. Johnny told Sally that he has a sandpit at home and he has dinosaur toys. Sally said she has mermaids who can walk on sand. Outcome: 4.1*

A Reflection Journal entry is completed at the end of every shift. This is a reflection on an observation or activity that a child or children have completed.

You can review the 5 outcomes for children under My Time Our Place Resource.

The Coordinator will use your entry, to extend and plan an activity. For example, an activity about dinosaurs, mermaids or sand might be an extension from above.



# Paperwork Requirements



## ***Mandatory Paperwork/Qualifications requirements:***

- Employee Working with Childrens Check or VIT
- Mandatory Reporting Certificate (Updated every 12 months)
- Approved Qualifications. If you have not completed your qualification, an updated Academic Transcript from your university is required every 3 months to show you are "actively working towards" a qualification.



## ***Extra requirements which can help you to get more work:***

- First Aid/CPR
- Full First Aid HLTAID004
- Professional Development Completion which aid in working as a OSHC Leader/Coordinator
- Police Check



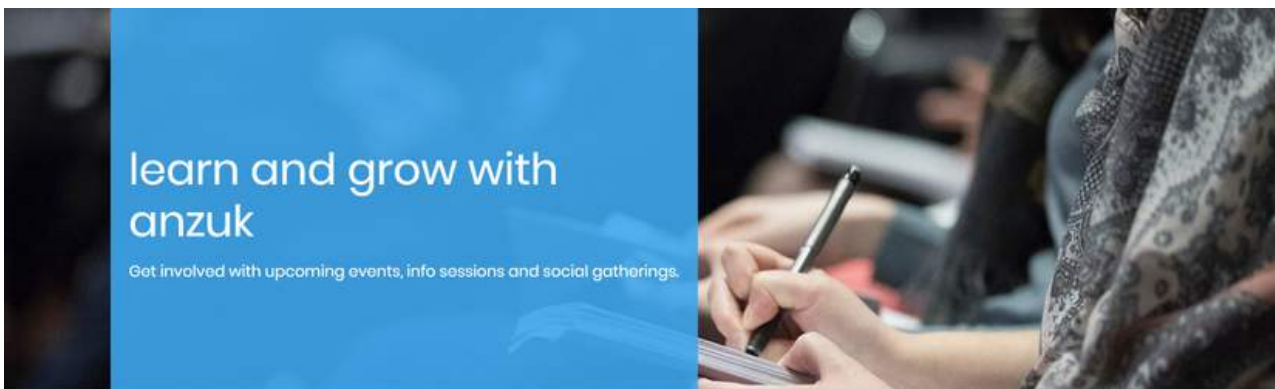
## ***Other forms you may be asked to complete:***

- Policies required for certain organisations or services
- Disability Worker Scheme Exclusion Check. This is required for SEN After Care and Holiday Programs.

# Further Professional Development

*Check out additional professional development opportunities:*

<https://anzuk.education/au/events>



## *Other resources:*

[ACECQA](#) – Australian Children's Education and Care Quality Authority. The website has multiple resources on programming, tips and hand outs for OSHC

[National Law Act](#)

[Regulations](#)

[Children's Services Award](#)

[OSHC/ OOSH Network - Facebook Group](#)

[OSHC Educators Group - Inspiration, Motivation and Collaboration - Facebook Group](#)

[anzuk Education Blog/Website](#)

[Community Child Care Association](#)

[Early Childhood Australia](#)

[For activity ideas - Pinterest is amazing!](#)

**Keep in touch with us....**

**[anzuk.education](https://anzuk.education)**





# Questions



The best contact number to call is **9249 2460** this goes through directly to the OSHC Consultants who work directly with you and the clients.

**If your a teacher only working holidays, you must call this number.**

You can email your consultant directly if you have their details, however urgent queries, or shift cancellations need to be called through to the above number.

If your OSHC Consultant is not available, the Early Childhood Consultants who answer the phone are generally able to assist! Feel free to ask them any questions you might have whilst you have them!

**anzuk.education**