



Lake Boga Primary School OSHC

'Be the best that we can be'

CCS Notifications Policy

Rationale:

An approved provider under Family Assistance Law must accept the legal responsibilities associated with operating a child care service and passing fee reductions on to eligible parents (or guardians). One of the ongoing conditions of CCS approval is that child care providers report, and keep up to date, particular information about their legal entity, their service operations and their personnel.

Purpose:

This Policy is to ensure the accurate and time efficient reporting of notifiable circumstances.

Implementation:

The Provider must notify the Department of Education, Skills and Employment of any of the following changes to Lake Boga Primary School OSHC, within the specified timeframe. Penalties may apply if providers fail to make the required notifications.

Matters to be notified:	Timeframe for notification:
A change in hourly charges or changes to fee information	Within 14 days of commencement of the service, upon notice of approval of the service or at any time during service operation that changes are made.
Changes to the hours and days of operation (must be notified in 24hour format) Current hours are Monday to Thursday 15:20-18:00 hours	Within 14 days of commencement of the service, upon notice of approval of the service or at any time during service operation that changes are made.
The number of anticipated vacancies that the service has available to fill for each day of the following week (beginning on a Monday)	By 8pm (AEST) each Friday
Ceasing to operate <ul style="list-style-type: none"> In order to avoid being in breach of a law of the Commonwealth, State or Territory 	Within 24 hours of ceasing to operate the service

Date of Operation: 16th June 2021

Reviewed: 18th July 2022

Review Required: July 2025

<ul style="list-style-type: none"> • Due to circumstances beyond the provider's control when 42 days' notice cannot be given 	
<p>Change of physical or postal address of</p> <ul style="list-style-type: none"> • The provider • The premises from which Lake Boga Primary School OSHC operates 	No later than 30 days before the change or, if the change was not foreseeable at that time, as soon as practicable
<p>Change to the name of:</p> <ul style="list-style-type: none"> • The provider • Lake Boga Primary School OSHC, including evidence of name change 	Within 14 days after the change
<p>Change of any of the following contact details of the provider or Lake Boga Primary School OSHC:</p> <ul style="list-style-type: none"> • Email address • Website • Telephone number • Fax number 	Within 14 days after the change
<p>Information about any new person with management or control of the provider (including any person who becomes responsible for the day to day operation of Lake Boga Primary School)</p>	Within 7 days of the new person commencing
<p>When existing personnel change or leave their roles (ceases to have day to day control of the service)</p>	Within 7 days of the person ceasing to be a person with management or control of the provider or service
<p>The provider becomes aware of incriminating information due to an adverse background check of a person, such as:</p> <ul style="list-style-type: none"> • A serious conviction or finding of guilt for any of the following offences under Australian or foreign law <ul style="list-style-type: none"> ○ An indictable offence ○ An offence involving violence or sexual content ○ An offence involving fraud, stealing or dishonesty • Being undischarged bankrupt • Was the director or secretary of a corporation when the corporation went into administration, receivership or liquidation at any time during the 12months beforehand 	Within 7 days after the provider receives notice of the background check

<p>Change to the fitness and propriety of personnel such as:</p> <ul style="list-style-type: none"> • Becoming aware of an event or circumstance in relation to a person with management or control of the provider or responsible person that indicates the person is not likely a fit and proper person to be involved in the administration of Child Care Subsidy 	<p>Within 7 days of the provider becoming aware of the event or circumstance</p>
<p>Serious Convictions: A serious conviction or finding of guilt of a person with management or control of the provider/responsible person</p>	<p>Within 24 hours of the provider becoming aware of the conviction</p>
<p>Working with Children Check Status: A change in the status of a working with children card for anyone who is required to have such a card</p>	<p>Within 24 hours of the provider becoming aware of the change in status</p>
<p>Conflict of Interest: A provider or person with management or control obtains an interest, or is likely to obtain an interest, in a business which may affect their ability to comply with Family Assistance Law, where the approval may benefit the business or where a conflict of interest might reasonably be perceived to exist</p>	<p>Within 7 days of the provider becoming aware of the matter</p>
<p>An educator obtains a child care qualification from a registered training organisation and:</p> <ul style="list-style-type: none"> • The provider or person with a management and control has an interest in that organisation by virtue of which the provider or person owns, operates, controls or carries out the registered training organisation and either <ul style="list-style-type: none"> ○ It appears the educator has not obtained the qualification solely on his or her own merit ○ The qualification has otherwise been obtained in circumstances that might be perceived as demonstrating a conflict of interest 	<p>Within 7 days of the provider becoming aware of this matter</p>

The provider enters into administration, receivership, liquidation or bankruptcy, and the details of this event	Within 24 hours after the event
Unexpected closure of Lake Boga Primary School OSHC due to unforeseen circumstances	Within 24 hours after the closure

Reporting Information

Reporting Information must be through wither the services child care software (Xplor) or by the Provider Entry Portal (PEP). Only an individual listed as a person with management or control of the provider can log into the PEP and make changes to service information. Approved providers should ensure they have adequate personnel system access in place at all times to ne able to meet CCS Approval notification requirements.

The Provider Entry Portal

The PEP is the department's interface through which providers and services can send and receive information to and from the department. To log into PEP, individuals need to enter the username and password created for their PRODA organisation account. Clicking 'Sign In' will take you to the Provider/Service summary page. Once logged in, relevant service information can be updated. Please allow 24hours for these changes to be reflected on the Child Care Finder website.

Change of Provider or Service Closure

Providers who intend to cease operating a CCS approved service must complete and submit a *notice of intension of closure, sale, or transfer of ownership form* to the department

Additional Information

If the service requires additional information or assistance, you may contact the department's CCS Assessment team by email at CCSAssessments@dese.gov.au