

## Guidelines for OSCAR provider re-approval

While gaining MSD OSCAR Approval has been a major accomplishment for OSCAR services, maintaining approval presents different sorts of challenges. The re-approval process occurs on roughly a 3-year cycle. However, until MSD undertakes the re-approval a programme remains "OSCAR Approved", even if more than 3 years has passed.

The MSD Assessor commences the re-approval process by contacting a programme. The Assessor checks the programme against the MSD Standards again and requires evidence that the procedures have been met over the period since the last approval. Re-approval is really a repeat of the approval process and all the same requirements apply.

- Do you have a POLICIES AND PROCEDURES MANUAL specifically for the OSCAR programme?
- Have you REVIEWED YOUR POLICIES since your last assessment? Things to think about: does our manual still reflect how the programme operates? If using copied policies or other organisational policies as a guide, have they been adequately adapted to reflect how your OSCAR programme currently operates?
- Does INFORMATION PROVIDED TO PARENTS on enrolment (e.g. brochures, enrolment letters etc) include the following: emergency procedures, collection of and access to children, visits away from the service site, child protection procedures, and complaints.
- Is there a SEPARATE STAFF FILE for each employee and/or volunteer? Files should include:, records of police vetting & referee checks, employment agreements or volunteer service agreements, job descriptions, copy of drivers license (if applicable), induction & training records, IR 330 (if a paid employee).
- Proper RECORDS OF REFEREE CHECKS are very important - who you called, when, how do they know the staff member, what did they say?
- Are FIRE DRILLS carried out at each programme and is a fire drill log maintained? Are daily HAZARD MANAGEMENT SYSTEMS in place and is a daily hazard log maintained?
- What staff training has been undertaken e.g. first aid, child protection, hazard management, behaviour management, health and safety. How has training for staff been recorded?
- Does your organisation maintain adequate financial records, including an annual budget?



One feature of programmes who successfully maintain MSD Approval is that staff are continually being upskilled in the general operation of the programme and important procedures. In this way, if key staff leave the programme there is someone to move into their place, and therefore that basic programme procedures are maintained.

***An effective means of meeting MSD requirements is to undertake training through OSCN.***

*Our courses cover topics like health and safety, behaviour guidance and programming. If you would like training for your programme staff we can also provide training at your programme site, at a time that suits your staff – our rates are very reasonable.*