

E-9 Out Of Centre Activities

Epping Heights OSHC.

NQS

QA. 7.1.2	Management systems.
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National Regulations

Reg. 99	Children leaving the education and care service premises
Reg. 168	Education and care service must have policies and procedures
Reg. 181	Confidentiality of records kept by approved provider

My Time, Our Place

LO. 1	Children feel safe, secure and supported
LO. 3	Children become strong in their social and emotional wellbeing

POLICY STATEMENT

We recognise the importance of additional extra-curricular activities in providing a holistic, well-rounded education. We will work with parents to assist in getting children to their extra-curricular on school site activities at the required time. In line with regulations, authorisation will be sought for all out of centre activities, prior to a child being released into the care of others running such classes. The permission form is to be updated annually. If there are any changes to the attendance of extra-curricular activities during the year, a new form will need to be completed. The responsible person on duty may refuse authorisation if they believe the safety or wellbeing of the child may be compromised.

RELATED POLICIES

- Epping Heights OSHC Policy A-4: Enrolment
- Epping Heights OSHC Policy A-8: Dropping off and Picking Up
- Epping Heights OSHC Policy A-9: Absent and Missing Children
- Epping Heights OSHC Policy A-10: Acceptance and Refusal of Authorisations
- Epping Heights OSHC Policy A-11: Maintenance of Records
- Epping Heights OSHC Policy A-17: Privacy and Confidentiality
- Epping Heights OSHC Policy A-19: Nominated Supervisor

PROCEDURE

Should a parent wish their child to attend an out of centre activity, they must provide written permission prior to the activity commencing.

The authorisation must include:

- The Child's Name
- The day, time, location and name of the activity
- The "teacher" taking the activity
- signature of the child's parent / guardian or nominated person who is on the enrolment form
- date authorisation has been given
- The approximate time the child will leave the service and the time they will return to the service (if applicable)

Authorisations will be sighted, and a schedule of activities be managed for each morning and afternoon. Original permission forms will be scanned and saved in their file and then the original is to be archived.

The Centre may exercise the right to refuse the request if written authorisations do not comply with the requirements outlined above. The responsible person on duty also has the right to refuse the authorisation if the child's safety or wellbeing is deemed to be compromised. If refusal of an authorisation is delivered, the child's name, activity and reason as to why authorisation was denied must be recorded and parents will be notified via email and/or on collection of the child.

OSHC staff must ensure that all children return from these extra activities promptly. Should a child not return, staff will be required to carry out a search for the missing child. Should the child not be located, the missing children procedure will be followed (See Absent and Missing Children Policy).

Parents will be advised of the centre policy on out-of-centre activities on enrolment through the parent handbook.

Staff have a responsibility to care for all children, so will not be responsible for ensuring children get to their activities on time. They will however attempt to assist the child by reminding them at an appropriate time.

OSHC staff do not have the ability to walk each individual child to and from their out-of-centre activity. However, should the child have not attended the activity before, or need to walk through the school grounds in the dark, staff will walk with the child to see them to their activity.

Where a child is collected directly from the out-of-centre activity, the parent / authorised collector must ensure they sign the child out and advise the staff that the child will be leaving directly from the activity.

Whilst attending the out-of-centre activity, OSHC does not accept responsibility for the child. In line with this, the coordinator will sign the child out as they leave the centre for the activity, and will sign the child back in on return.

SOURCES

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- Privacy Act 1988

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