E-9 Out Of Centre Activities

NQS

QA. 7.1.2	Management systems.

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 delivering 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 responsible person on duty may refuse authorisation if they believe the safety or wellbeing of the child may be compromised.

Related Policies

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

Procedure

Written authorisation from parents/guardians will be required for the following:

- A child leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other

than the OSHC service.

The authorisation must contain:

- the name of the child enrolled in the service
- the date
- the activity the child will be participating in
- signature of the child's parent / guardian or nominated person who is on the enrolment form
- 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 signed by the responsible person and a copy will be placed in their file.

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 in the communication book and parents will be notified via email and/or on collection of the child.

OSHC Educators will ensure that all children return from these extra activities promptly. Should a child not return from an activity Educators 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).

In most cases, the appropriate teacher/instructors will pick the child/ren up from the centre and return after the lesson/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 Educators that the child will be leaving directly from the activity.

Whilst attending the out-of-centre activity, ENOSHCP 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
- "Getting Parents Authorisation" FAQ on ACECQA website 27/02/2012
- Privacy Act 1988

Endorsed: 10/07/2019
Review date: 10/07/2021