

2.15 Extra-Curricular Activities

Policy Statement

The service understands extra-curricular activities may be provided within, or close to, the school grounds and that some families may wish to access these for their children who are attending OSHC. The service is supportive of implementing practices which support the needs of children and families without compromising the capacity to provide quality care for all children attending the service. Where possible, the service will work with families to support access to these activities.

Related Policies

- [2.1 Interactions and Relationships with Children](#)
- [2.2 Commitment to the Health, Safety and Protection of Children](#)
- [2.4 Arrivals and Departures of Children](#)
- [2.13 Supervision of Children & Providing a Child-Safe Environment](#)
- [9.3 Interactions and Communication with Families](#)
- [9.5 Community Communication and Participation](#)
- [9.7 Acceptance and Refusal of Authorisations](#)
- [10.4 Information Handling \(Privacy and Confidentiality\)](#)

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none"> • Establish policies to support the service’s capacity to facilitate access to extra-curricular activities. • Ensure policies and practices meet the legislative requirements for OSHC operations.
Nominated Supervisor	<ul style="list-style-type: none"> • Liaise with parents on the expectations and capacity to support access to extra-curricular activities. • Ensure all relevant documentation is completed before allowing a child to depart from the service.
All Staff	<ul style="list-style-type: none"> • Ensure all children’s departures are consistent with parent’s written instructions.

Procedures

- Parent/guardians shall be responsible for informing the Service of any extra-curricular activities that the child/ren may be involved in whilst enrolled and registered to attend the Service. This must be done by completing the *Extra Curricular Activity Permission* form online or in hard copy format.

Note: The Service **does not** accept responsibility for the child from the time they are signed out of the Service and while they are attending the extra-curricular activity. Responsibility of the child only resumes once the child returns to the Service and is signed back in.

- Children will not be released to an activity without a **current and accurate** (including correct start and finish times) permission form **received prior to the day** of the activity.

- Parents/guardians are responsible for renewing the form online or in hard copy format immediately if permanent changes are made to the child's timetable. Any one-off changes can be emailed to the Service.
- The Service will ensure that all children return from these extra-curricular activities promptly. Should a child not return from an activity, procedures outlined in Arrivals and Departures of Children will be followed.
- Parents/guardians are required to inform the Service if they are collecting their child directly from the activity or if the child did not attend due to absence.

Note: Failure to notify the Service prior to the end of the activity may result in the non-notification fee being charged.

Escorting children to activities

- The Nominated Supervisor shall discuss with the parent/guardian the impact that this may have on the Service. Such discussion shall include whether the child will be signed out of care by Outside School Hours Care personnel, or the activity provider, and who shall be responsible for collecting the child and/or returning them to the Service when the activity is over.
- The Service will not escort children to activities that are not on the Kelvin Grove State College school grounds.
- Suitable negotiations and arrangements shall be made to decide whether or not the Service will be able to provide additional assistance to the parent/guardian in having their request met if they are asking for their child/ren to be dropped off or collected from the activity.
- In making an appropriate decision, the Nominated Supervisor shall be required to consider:
 - the accessibility and availability of educators to fulfil such functions
 - legislative implications for the Service such as maintaining ratios
 - any financial implications or impacts on the Service
 - any negative impacts on other children attending the Service who are not directly involved in the extra-curricular activity
 - manageability
- The Nominated Supervisor shall maintain the right to make an appropriate decision regarding possible arrangements.
- The parent/guardian shall maintain the right to appeal the decision of the Nominated Supervisor through the Service's grievance procedure. This should be directed to the Nominated Supervisor following the procedures set out in the Service Issues of Concern policy.
- The service is not able to facilitate escorting children to and from extra-curricular activities on a Friday afternoon, where there is only one child to pick up/ drop off or after 5:00pm daily as well as during Vacation Care.

Swimming

- Educators are not responsible for assisting children to get changed, or to supervise children inside the pool gates or during lessons.

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- My Time, Our Place - Framework for School Age Care in Australia
- Work Health Safety Act 2011
- *National Quality Standard, Quality Areas: 6 - Collaborative partnerships with families and communities; and 7 – Governance and leadership.*

E&CS Legislative Compliance

- *Education and Care Services National Regulations 99*

Policy Controls			
Endorsed by:	Approved Provider	Date Endorsed:	30/12/2023
Date implemented:	23/01/2024	Date families notified	9/01/2024
Version:	1.0 2023_2024	Date of review	10/01/2025