

**Education and Care Services Legislation Compliance**

 ❖ *Education and Care Services National Regulations 99*
**POLICY STATEMENT**

**Kelvin Grove State College Outside School Hours Care** recognises that extra-curricular activities provide opportunities for children to engage in enriching extension programs which support their growth and development. Where possible, the Service will work with local and wider community groups to support the provision of such activities.

The Service understands, from time to time, extra-curricular activities may be provided within the school grounds and that some families may wish to access these for their children who are attending the Outside School Hours Care program. It is therefore essential to implement practices which support the needs of children and families without compromising the capacity to provide quality care for all children attending the service.

The Approved Provider recognises its obligation to ensure children do not leave the premises to uphold its obligations under *Education and Care Services National Regulations 99*.


**RELATED POLICIES**

	Supervision of Children & Educator Ratios
	Escorting Children
	Communication with Families
	Fee Schedule


**APPENDICES AND FORMS**

	Extra-Curricular Activity Permission Form
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**ROLES AND RESPONSIBILITIES**

<b>Approved Provider</b>	<ul style="list-style-type: none"> <li>❖ Ensure practices are in place to ensure that children do not leave the education and care service premises without written authority.</li> </ul>
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>❖ Ensure practices are followed to ensure that children do not leave the service without written authority.</li> <li>❖ Develop rosters and staffing plans to ensure staff to child ratios are maintained at all times when escorting children to activities.</li> <li>❖ Make appropriate decisions regarding escorting of children to external extra-curricular activities and communicate this to families.</li> </ul>

<b>All Staff</b>	<ul style="list-style-type: none"> <li>❖ Support the development of rostering through effective communication of absences and unavailability.</li> <li>❖ Provide diligent and professional supervision of children, ensuring outlined practices are implemented effectively.</li> </ul>
<b>Parents/Guardians</b>	<ul style="list-style-type: none"> <li>❖ Ensure activity permission forms are completed when children are attending external activities while in the care of the Service.</li> <li>❖ Ensure all changes are communicated to the Service via a new form (if changes are permanent) or via email (one off change).</li> <li>❖ Communicate any absences or early collections to the Service.</li> </ul>



## 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 and
- 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.

### Swimming

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



## REFERENCES AND CONSIDERATIONS

- [National Quality Standard Quality Areas](#): 2 – Children’s Health and Safety, 4 – Staffing Arrangements, 7 – Governance and Leadership
- Education and Care Services National Law Act 2010 and Regulations 2011
- Duty of Care
- Privacy Act 1988



## POLICY CONTROLS

<b>Endorsed by:</b>	KGSC P&C Executive Committee	<b>Date endorsed:</b>	SEPT 2020
<b>Date implemented:</b>	NOV 2020	<b>Date families notified:</b>	SEPT 2020
<b>Version:</b>	V1	<b>Date for review:</b>	SEPT 2021