

## E-9 Out Of Centre Activities

### NQS

QA. 7.3	Administrative systems enable the effective management of quality service
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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/guardians 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. Educators will walk children to and from their extra-curricular activities. The responsible person on duty may refuse authorisation if they believe the safety or wellbeing of the child may be compromised.

### Related Policies

- SYLVANIA HEIGHTS BASC Policy A-4: Enrolment
- SYLVANIA HEIGHTS BASC Policy A-8: Dropping off and Picking Up
- SYLVANIA HEIGHTS BASC Policy A-10: Acceptance and Refusal of Authorisations
- SYLVANIA HEIGHTS BASC Policy A-11: Maintenance of Records
- SYLVANIA HEIGHTS BASC Policy A-17: Privacy and Confidentiality
- SYLVANIA HEIGHTS BASC Policy A-20: Nominated Supervisor
- SYLVANIA HEIGHTS BASC Policy E-9: Out-Of-Centre Activities

## 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 the original copy will be kept on file at the Centre. Authorisations for extra-curricular activities will be kept in the Extra Curricular Activity Folder.

The Centre may exercise the right to refuse the request if written or verbal 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, parents/guardians will be notified of the decision and reason for refusal as soon as is practicable by either phone, email and/or on collection of the child.

Children are to be collected from, taken to their activity and returned to the Centre by the authorised person listed on the permission form. OSHC educators will endeavor to have the children ready to leave for their activity at the required time. This will only occur whilst the child is in the centre's care and has not been signed out by the parent/guardian/authorised nominee.

OSHC educators will ensure children are signed in and out of the Centre during their time at their activity by marking them as 'interim out' and 'interim in' on the touchscreen, noting the name of the person collecting the child and the activity the child is attending. Whilst attending the out-of-centre activity, the child is not under the duty of care of the Centre and OSHC does not accept responsibility for the child.

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

## Sources

- Educational 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 Date:	
Review Date:	