

E-9 Extracurricular Activities

National Quality Standards (NQS)

2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

Education and Care Services National Regulations

Reg. 99	Children leaving the education and care service premises
Reg. 161	Authorisations to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

1.1	Children feel safe, secure, and supported
3.1	Children become strong in their social and emotional wellbeing

Policy Statement

We recognise the importance of additional extracurricular activities in providing a holistic, well-rounded education. We will work with parents to assist in getting children to their extracurricular on school site activities at the required time. Permission will be sought for all extracurricular activities, prior to a child being released into the care of others running such classes. Staff 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

- Absent and Missing Children Policy
- Acceptance and Refusal of Authorisations Policy
- Arrivals and Departures Policy
- Daily Routines Policy
- Enrolment and Orientation Policy
- Hours of Operation Policy
- Maintenance of Records Policy
- Supervision Policy

- Privacy and confidentiality Policy

Procedure

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

Written permission slips for extracurricular activities will include:

- The child's name
- The parent's name
- The day, time, location and name of the activity
- If the child will be returning to the Centre
- The time the child will be returning to the Centre
- The date range which the permission applies
- Parent signature

No child will be allowed to attend an activity if prior written permission has not been received.

Staff will accompany children to and from their extracurricular activity (if on school grounds) or handover the children to the care of an adult running an activity.

Staff will 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).

Staff are not responsible for ensuring children get to their activities on time, as they have a responsibility to care for all children and unforeseen circumstances or delays must be considered.

Parents will be advised of the service policy on extracurricular activities on enrolment through the Parent Handbook.

Staff will ensure that all children with permission to attend extracurricular activities will be added to the Extracurricular Activities List.

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

Whilst attending the activity, the service does not accept responsibility for the child. In line with this, the Responsible Person will sign the child out as they leave the service for the activity and will sign the child back in on return.

Sources

- Childcare Centre Desktop – Arrival and Departure Sample Policy
- Education and Care Services National Regulations 2011
- National Quality Standard – Australian Children's Education and Care Quality Authority

- Network of Community Activities – Delivery and Collection of Children Sample Policy

Date Endorsed: 8/9/2022

Date of Review: 8/9/2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202209	- Updated NQS, - Added MTOP - Updated policy statement to include staff walking children to activity - Updated related policies		
v.1.202006	- No changes made		
v.1.201906	- Separate policy created	Staff	