

A-14	EXTRA-CURRICULAR ACTIVITIES	 Thornleigh West OOSH
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POLICY STATEMENT

TWOOSH aims to support Guardians who wish to provide extra-curricular activities for their children during TWOOSH operating hours. In doing so, the safety, wellbeing and best interests of children remain the paramount consideration. TWOOSH will endeavour to coordinate with community groups to enable children to participate in such activities while ensuring appropriate supervision, risk management, and child-safe practices are maintained. All arrangements will be implemented in a manner that promotes and protects children's safety, wellbeing, and participation.

REFERENCES AND CONSIDERATIONS

- National Quality Framework 2012
- Education and Care Services National Regulations, 2011
- Community groups operating within school grounds and on Oakleigh Oval

Related TWOOSH documents

- TWOOSH Philosophy
- Family requests
- Extra activities permission form (online)
- Community groups operating within school grounds and on Oakleigh Oval

PROCEDURES

- ◆ Activities which may be offered within the school grounds or on Oakleigh Oval include, but are not limited to:
 - extra-curricular school activities
 - band practices, music and keyboard lessons
 - dance, martial arts, basketball, cricket, baseball, soccer and netball training
 - art and drama classes
 - school discos
- ◆ Guardians who wish for their child to attend an extra-curricular activity within school grounds or on Oakleigh Oval from TWOOSH during TWOOSH opening hours need to complete an extra activities permission form, available on the website.
- ◆ Guardians are required to let the activity leader or tutor know that their child will be attending from TWOOSH. This communication supports effective supervision arrangements and contributes to the safety of children by ensuring all responsible adults are aware of the child's attendance and transition between care settings.
- ◆ If a child has an activity scheduled at 3.15pm but is coming to after school care afterwards, Guardians need to remind their child to come to TWOOSH before they attend their activity to be signed in at roll call and have some afternoon tea if they wish. If the child does not attend roll call, they will be assumed 'absent' and Guardians will be called.
- ◆ Each day an Educator will be allocated the task of coordinating 'Extra Activities'. This person will remind all children attending extra-curricular activities to get ready, and will escort the children to and from their extra activity unless they have been marked as 'no return' and are being collected from their activity by a parent or guardian.

- ◆ To ensure child safety, children will be escorted by an Educator together with a small group of at least two other children. This practice supports the service's commitment to maintaining a child-safe environment and minimises situations where an Educator is alone with an individual child.
- ◆ TWPS policy states that no child is to be alone in a classroom. For any extra-curricular activities held in classrooms, Educators will physically escort the child to the classroom and ensure the person responsible for them is there already. Educators will wait with the child until the person arrives. If they are more than 5 minutes late, the child and Educator will return to TWOOSH. It is then the organiser's responsibility to contact the Guardian to cancel or request to change the activity time. Responsibility for cancelled or delayed activities rests with the activity organiser and the child's Guardian.
- ◆ For activities on Oakleigh Oval, children must be escorted to and from these activities by either Educator or an authorised person. Educators will remain with the children until the organiser of the activity arrives, for a maximum of 5 minutes after the appointed start time.
- ◆ Children are encouraged to take responsibility for their own after-school activity resources. Children are encouraged to change into specialised uniforms and take care of their clothing and equipment themselves. Educators will support children by helping them with more complicated uniforms and reminding children of their activities as required on an age-appropriate basis.
- ◆ Educators will make reasonable effort to support children to attend their individual activities; however, maintaining child safety and appropriate supervision of all children in care remains the priority. Please be aware that there are many children attending TWOOSH on any given afternoon. The safety, wellbeing and best interests of all children are the paramount consideration, and the effective supervision and organisation of the group remain a priority.
- ◆ TWOOSH is not responsible for notifying external providers if a child will not be attending an extra-curricular activity on a particular day. Guardians are responsible for communicating directly with activity providers regarding their child's attendance or non-attendance at scheduled activities. While TWOOSH is committed to supporting children's participation in extra-curricular activities, responsibility for the management, delivery, equipment, uniforms, instructors, and organisation of these activities rests with the external provider. TWOOSH is not responsible for any issues or concerns regarding activities, equipment and uniforms, organisers, or teachers of extra activities while children are at their extra-curricular activities.
- ◆ If a child is attending extra activities during times of the day when food is served to children at TWOOSH, Educators will ensure the child has been provided with extra food when they return, if they wish.
- ◆ If there are changes to days, times, or locations of activities, it is the Guardian's responsibility to ensure TWOOSH is notified in writing. Please contact TWOOSH as soon as possible if activities are cancelled. TWOOSH needs to know when the children are no longer participating in an activity so it can be removed from the extra activity list.
- ◆ When a child is signed out of TWOOSH to attend an approved extra-curricular activity, responsibility for the child's supervision, care and wellbeing transfers to the activity provider for the duration of the activity. The activity provider is required to exercise an appropriate duty of care and maintain a child-safe environment during this time. Any incidents, injuries, concerns or emergencies that occur while a child is participating in the extra-curricular activity are the responsibility of the activity provider and should be managed in accordance with the provider's policies and procedures. Where an activity concludes earlier than scheduled, the activity provider remains responsible for the child's supervision, safety and wellbeing until the child has been formally returned to the care of a TWOOSH Educator.

- ◆ The safety, wellbeing and best interests of children are the paramount consideration in all service operations and decision-making. Where an extra-curricular activity impacts the service's ability to maintain appropriate supervision, child-safe practices, operational requirements, or effective service delivery, Management reserves the right to review the arrangement and advise Guardians that their child may no longer be able to attend the activity directly from TWOOSH. Any such decision will be made with consideration of the safety and wellbeing of all children attending the service. If an activity is causing disruption to TWOOSH operation or becoming a hindrance to service delivery or administration, Management reserves the right to inform guardians that their children will not be able to attend the activity directly from TWOOSH.
- ◆ Approval for term time activities does not automatically extend to Vacation care. During Vacation Care, Guardians are required to notify TWOOSH in writing if their child is still attending any extra activities they would usually attend during term time.

Revisions

Date of next review: December 2027

Date	Reviewer	Approved by
07.08.17		TWOOSH Management Committee
06.08.18		TWOOSH Management Committee
03.05.19		TWOOSH Management Committee
22.06.20	MS, MK	TWOOSH Management Committee
6.05.21	RM	TWOOSH Management Committee
05.12.22	HBD	TWOOSH Management Committee
10.09.24	AB	TWOOSH Management Committee
9.07.26	LW	TWOOSH Management Committee
