

(Revised September 2025)

Policy Statement:

The Mueller College Outside School Hours Care (OSHC) Service will ensure that appropriate procedures are implemented with regards to escorting children and young people to adjoining OSHC areas and other facilities within the school community apart from those licenced under the Service Approval.

Important terms:

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.

Legislation:

National Quality Standard (NQS):

Quality Area **2: Children's Health & Safety**

4: Staffing Arrangements

7: Governance & Leadership

2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

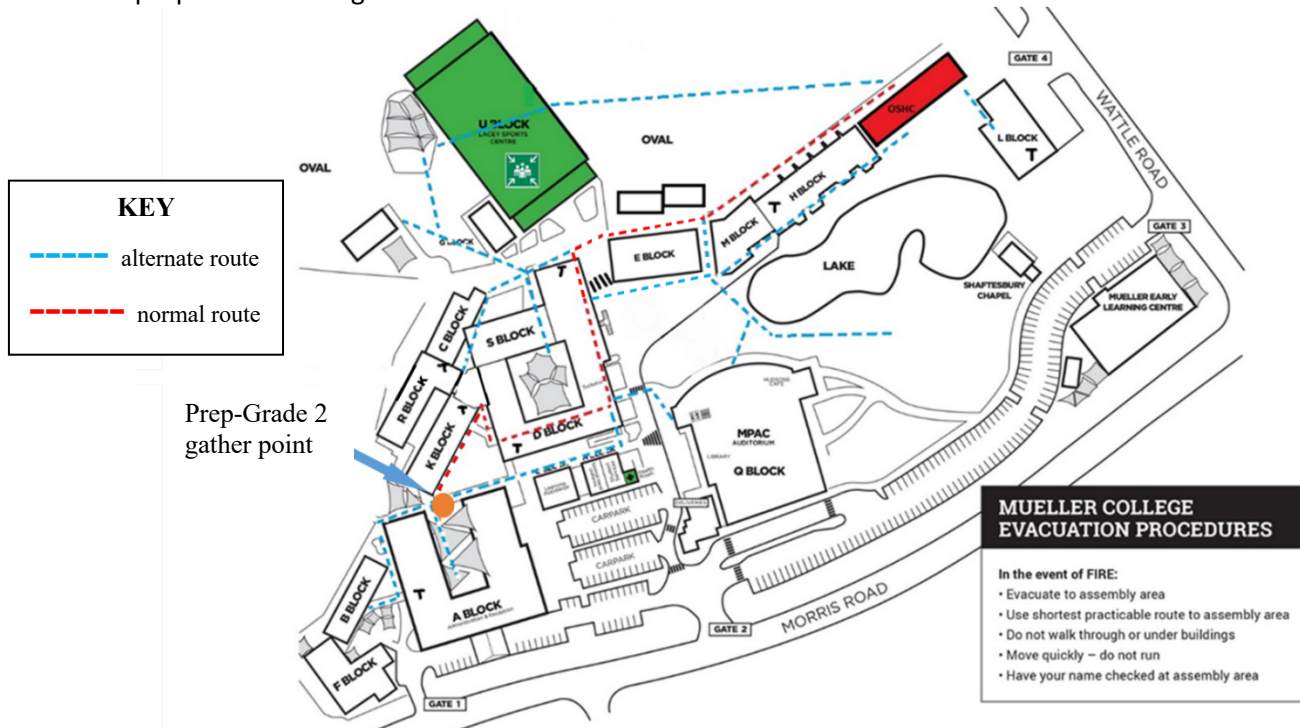
Education and Care Services National Regulations

123	<p>Educator to child ratios—centre-based services</p> <p>(1) The minimum number of educators required to educate and care for children at a centre-based service is to be calculated in accordance with the following ratios—</p> <p>(a) for children from birth to 24 months of age—1 educator to 4 children;</p> <p>(b) for children over 24 months and less than 36 months of age—1 educator to 5 children;</p> <p>(c) for children aged 36 months of age or over (not including children over preschool age)—1 educator to 11 children;</p> <p>(d) for children over preschool age, 1 educator to 15 children.</p> <p>(2) If children being educated and cared for at a centre-based service are of mixed ages the minimum number of educators for the children must meet the requirements of subregulation (1) at all times.</p> <p>(3) If an early childhood teacher or a suitably qualified person is required under Division 5 to be in attendance at a centre-based service, subject to regulation 122 that early childhood teacher or suitably qualified person is counted as an educator at the service for the purposes of this regulation.</p> <p>(4) If a centre-based service is required under regulation 130 or 131 to have access to an early childhood teacher for a period, subject to regulation 122 that teacher is counted as an educator at the service for the purposes of this regulation.</p> <p>(5) In subregulations (1) and (2) a reference to children does not include a child who is, or 2 or more children from the same family who are, educated and cared for at a centre-based service in an emergency for a period of not more than 2 consecutive days on which the service operates.</p> <p>Examples.</p> <p>1 A child is determined to be in need of protection under a child protection order.</p> <p>2 The parent of a child needs urgent health care that prevents them caring for the child.</p> <p>(6) An approved provider of a centre-based service must not permit an additional child or additional children to be educated and cared for at the service in an emergency in the circumstances set out in subsection (5) unless the approved provider is satisfied on reasonable grounds that this will not affect the health, safety and wellbeing of all the children attending the service.</p> <p>Note.</p>
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	The <i>Education and Care Services National Regulations 2012</i> of Western Australia include an extra subregulation before subregulation (1) as follows—
Education and Care Services National Law	
167	Requires The approved provider and Nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

Principals:

While attending the Service children and young people will be escorted throughout the College to different areas. This may also be used when escorting student on excursions to the Early Learning. This procedure outlines the required methods to ensure student safety. Please see Sitemap and proposed escorting routes below:



Procedure:

Children and young people will:

- Be expected to follow instructions and remain with the group when moving through areas of the campus.
- Walk at all times when on concreted areas and stay on the pathways provided.

Educators and Lead educators will:

- be placed at either end of the line when walking. Both ends are recommended wherever possible. Child and young person/ Educator ratios will be maintained at all times.
- Remind children and young people to walk on concreted areas and have them walk in an orderly fashion. When crossing internal roads always use the crossings provided. The educator at the front of the line should walk half way across the road and then ask children and young people to cross while the staff member remains on the road. Children and young people should be given a point at which they need to walk to, to wait at until the Educator returns to the front of the line.
- have access to ponchos in the event of rain, which can be taken over to the collection point and distributed to children and young people before escorting them to the OSHC building for after school care. The escort route may be slightly altered to access as much under cover space as possible. Educators will ensure all escorting procedures and safety precautions are taken throughout the escorting process.

- When escorting children and young people within the school grounds, ensure that the designated route is followed unless an identified hazard does not allow you to do so. Below are several suggested routes when accessing areas around the grounds.
- Allow children and young people to move from indoors to outdoors or across outdoors spaces in small groups only when educators can maintain good visibility from the start and final destination and the children or young people do not need cross Service pathways.
- when taking the entire group to an outdoor space, provision should be made for those unable to engage in physical play. This may be due to injury, illness, incapacitation or a child's desire not to participate at this time. The outdoor trolley should always be taken including colouring, card games, cars and any other activities the children and young people may request. Even if children and young people do not express the need for such activities before leaving the room, the trolley should be taken in case of injury or illness that occurs after reaching the destination.
- Any time the whole group at OSHC access areas of the licence apart from the main OSHC room, a sign will be placed at reception notifying parents/ guardians as to where the group is and a map of how to find them.

Approved provider & Nominated Supervisor will:

- develop and implement a risk management plan to ensure the safety and wellbeing of all children or young people and educators during escort periods.
- Share the 'Escorting Policy and Procedure' with all employees upon their induction and ensure it is available to staff and families at all times.
- Provide additional professional development as needed and during review processes.
- Review all Service policy annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.

Escorting to other areas on site not the OSHC Service Approval (internal excursion):

In addition to the above,

- Written consent will be sought from a parent/ guardian for an excursion to move children and young people between the OSHC Service and adjoining facilities e.g. Early Learning Centre. Educators will ensure that the designated route is followed and will identify any hazards.
- The Service shall ensure maintenance of escort records which include but are not limited to: the address of the destination of the escort; the approximate travelling time and the activities to be undertaken.
- Excursion ratios of 1:8 will always be maintained.

See Also:

- Mueller OSHC Statement of Commitment
- Mueller OSHC Supervision Policy & Procedure
- Mueller OSHC Extra-curricular Activity Policy & Procedure
- Mueller OSHC Shared Facilities Policy & Procedure
- Mueller OSHC Excursions, Transportation, Bus Safety & Vehicle Restraint Policy & Procedure

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Guide to the National Quality Framework, Revised September 2025
- My Time, Our Place – Framework for School Age Care in Australia – Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. Ver2.0, Revised 2022
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	23/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.3		
MODIFICATIONS	<ul style="list-style-type: none"> • Updated references 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	PAST REVIEW DATE	
	<ul style="list-style-type: none"> • Updated model code • Addition of review table 	DEC 2024	
	<ul style="list-style-type: none"> • January legislation update • Child safe practice update 	MAR 2025	