

(Revised September 2025)

Policy Statement:

The Mueller College Outside School Hours Care (OSHC) Service recognises that extracurricular activities provide opportunities for children and young people 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 within the legislative framework for OSHC.

The Mueller College OSHC Service understands from time to time extracurricular activities may be provided within the school grounds and that some families may wish to access these for their child or young person who are attending OSHC. It is therefore essential to implement practices which support the needs of children or young people and families without compromising the capacity to provide quality care for all children and young people attending the service.

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

- 1: Educational Program & Practice**
- 2: Children's Health & Safety**
- 4: Staffing Arrangements**
- 6: Collaborative Partnerships with Families & Communities**
- 7: Governance & Leadership**

1.1	Program	The educational program enhances each child's learning and development.
1.1.3	Program learning opportunities	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
2.2	Safety	Each child is protected.
	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.
6.2	Collaborative Partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.2	Access and participation	Effective partnerships support children's access, inclusion and participation in the program.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.

Education and Care Services National Regulations

84	Awareness of child protection law (1) The approved provider of an education and care service must ensure that a person specified in subregulation (2) who works with children is advised of— (a) the existence and application of the current child protection law; and (b) any obligations that the person may have under that law. Penalty: \$1100. (2) The following persons are specified— (a) a nominated supervisor of the service; (b) a staff member of the service;
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	<p>(c) a volunteer at the service; (d) a student who participates in the service.</p>
99	<p>Children leaving the education and care service premises</p> <p>(1) The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4). Penalty: \$2000.</p> <p>(2) A nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4). Penalty: \$2000.</p> <p>(3) A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service does not leave the residence or approved family day care venue except in accordance with subregulation (4). Penalty: \$2000.</p> <p>(4) The child may only leave the relevant premises if the child—</p> <ul style="list-style-type: none"> (a) is given into the care of— <ul style="list-style-type: none"> (i) a parent of the child; or (ii) an authorised nominee named in the child's enrolment record; or (iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or (b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or (c) is taken on an excursion in accordance with this Division; or (d) is given into the care of a person or taken outside the premises— <ul style="list-style-type: none"> (i) because the child requires medical, hospital or ambulance care or treatment; or (ii) because of another emergency. <p>(5) In this regulation parent does not include a parent who is prohibited by a court order from having contact with the child.</p>
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> <ul style="list-style-type: none"> (a) for children from birth to 24 months of age—1 educator to 4 children; (b) for children over 24 months and less than 36 months of age—1 educator to 5 children; (c) for children aged 36 months of age or over (not including children over preschool age)—1 educator to 11 children; (d) for children over preschool age, 1 educator to 15 children. <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. The <i>Education and Care Services National Regulations 2012</i> of Western Australia include an extra subregulation before subregulation (1) as follows—</p>
160	<p>Child enrolment records to be kept by approved provider and family day care educator</p> <p>The approved provider of an education and care service must ensure that an enrolment record is kept that includes the information set out in subregulation (3) for each child enrolled at the education and care service.</p> <p>(2) A family day care educator must keep an enrolment record that includes the information set out in subregulation (3) for each child educated and cared for by the educator.</p> <p>(3) An enrolment record must include the following information for each child—</p> <ul style="list-style-type: none"> (a) the full name, date of birth and address of the child; (b) the name, address and contact details of— <ul style="list-style-type: none"> (i) each known parent of the child; and (ii) any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted; and (iii) any person who is an authorised nominee; and <p>Note. Authorised nominee means a person who has been given permission by a parent or family member to collect the child from the education and care service or the family day care educator. See section 170(5) of the Law.</p>

	<p>(iv) any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child; and</p> <p>(v) any person who is authorised to authorise an educator to take the child outside the education and care service premises; and</p> <p>(vi) any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child;</p> <p>(c) details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child;</p> <p>(d) details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person;</p> <p>(e) the gender of the child;</p> <p>(f) the language used in the child's home;</p> <p>(g) the cultural background of the child and, if applicable, the child's parents;</p> <p>(h) any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs;</p> <p>(i) the relevant authorisations set out in regulation 161;</p> <p>(j) the relevant health information set out in regulation 162.</p> <p>(4) In this regulation— parenting order means a parenting order within the meaning of section 64B(1) of the <i>Family Law Act 1975</i> of the Commonwealth; parenting plan means a parenting plan within the meaning of section 63C(1) of the <i>Family Law Act 1975</i> of the Commonwealth, and includes a registered parenting plan within the meaning of section 63C(6) of that Act.</p>
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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.
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Principals:

To ensure that children and young people can continue to attend other Mueller College based after school and extra-curricular activities, safely and in keeping with legislative requirements, while in attendance at the Service. Children and young people will always be required to be accounted for and parent/guardian permission given for any activities outside the normal operations of the Service.

Procedure:

Families will:

- have two alternatives if children and young people wish to be involved in extra-curricular activities at Mueller College after school:
 1. the parent/guardian does not book the child or young person into After School Care and organises for alternative pick up options directly from the activity.
 2. children and young people attending after school activities on the grounds are dropped off and collected by staff, only after a permission form has been complete by the Parent/Guardian or delegated nominee.
- understand that while at the activity, the child or young person will no longer be the responsibility of OSHC staff. Due to the need for this to be acknowledge via signature of the parent/guardian, children and young people will not be taken to extra-curricular activities until this is received or clear directly with the Nominated Supervisor.
- Request alternate arrangements directly with the Nominated supervisor.

Educators and Lead educators will:

- sign out children and young people from the Service while in the attendance at another activity on the paper sign out sheet in reception. They will then be recorded as returned on the same sheet at the time collected by staff.
- sight all children or young people that are enrolled for the after-school session. This may require OSHC educators to go to on-site activities in the event that the child or young person went straight there rather than first to OSHC which can happen if the activity begins quickly after school. This arrangement should be ongoing only with the approval of the nominated supervisor.

Approved provider & Nominated Supervisor will:

- provide a permission form that indicates the date, times and location that the child is required to be at the activity, to be completed by the Parent/ Guardian or delegated nominee.
- Approve some alternative arrangements as listed below
 - At times arrangements may be made directly with the Nominated supervisor to allow children and young people to go straight to an activity after school. If this arrangement is agreed upon, a OSHC staff member will sight the child at the activity before confirming their attendance.
 - At the completion of the activity, the child or young person will need to be escorted back to the OSHC building by an adult from the activity or be collected by an OSHC staff member. OSHC will maintain records of the times the child or young person was not directly in their care.
- If one of the above arrangements has not been made, the child or young person will not be able to attend the activity.
- The Nominated supervisor in consultation with Management will make an appropriate decision regarding possible arrangements as required by parents/guardians.
- Share the 'Extra-Curricular Activities 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.

See also:

- Mueller OSHC Arrivals & Departure Policy & Procedures
- Mueller OSHC Visitor Policy & Procedure
- Mueller OSHC Educational Program Policy & Procedures

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 	Mar 2025	