Outside School Care NT

OSC-NT PS.1 – Activities and Entertainment Policy

Policy Description:	This Policy statement outlines the guidelines to be followed in the development and planning of Activities and Entertainment at OSC NT sites.
Key Points	Activities and Entertainments should be: - Age appropriate and suitable for the indivdidual needs of children attending the service - Provide for both **child initiated** and **educator intitiated** activities - Informed by the recommendations outlined in "Educator's guide to Early Years Learning Framework" and "*My Time, Our Place – An educators guide*" - Continue childrens' learning outcomes or interests identified in previous sessions, at group time and on one to one basis -
1.0 Group time Feedback and planning	Each session should include an Educator led **Group time session**. The purpose of Group time is to provide housekeeping information and upcoming events – but most importantly to get feedback on children's interest in terms of: - Which activities they would like to see planned - Items that would like to see on the daily menu - Plan vacation care activities/excursions
2.0 Planned Activities	Each session should have both planned and spontaneous activities. Educators should respond to children's feedback and interests when setting up activities and should develop upon themes that may have already been documented in the weekly 'Learning Web'. Educators **must** ensure that: - Both **individual** and **group activities** are planned for each session and should be varied each day following either a weekly routine or buidling upon a theme or educator initiated learning activity - Activities reflect seasonal or daily weather/climate conditions OSC-NT staff are expected to show **flexibility** and **respond to children's interest** and inclination on the day. Spontaneous activities should be incorporated in the daily learning web. If a planned activity is not welcomed by children, feedback should be sought as to the group activities that are of interest. This may be continiuing a game or activity from a previous session.
3.0 Resources	OSC NT will ensure that resources made available at it's sites are at all times: - Of good quality and in a state of good repair, and in sufficient numbers to reflect the average daily attendances - Are age appropriate and suitable for a range of ages between 5 and 12 years (pre-school age if site has preschoolers) - Appeal to both genders - Are easily accessible and are stored appropriately - Are cleaned and stored approriately following hygiene procedures - Resources for each OSC NT site should include: - A variety of age approriate board games and toys - Sporting equipment - Computer games and console - A large range of varied and age appropriate books - Craft and art materials and implements

4.0 Entertainment	Entertainments such as videos, DVDs and compter games should be rated at G classification only. PG classification games or DVDs must be advised to parents in advance. Website access will be permitted using children's access to a laptop or tablet. However, filter or firewalss must be put in place to only only access to website that have been reviewed prior are recognised as being child approriate. Allowing children access to inappropriate websites will be considered grounds for serious misconduct by OSC NT staff on duty and will be considered poor supervision.
5.0 Rest and Relaxtion	As OSC-NT provides care for school age children it is <u>assumed</u> that children attending our services will have outgrown the need for extended periods of sleep during the day. However, it is recognised that vacation care (in particular) represents a long period of time in our care; and that periods of physical and mental activity will inevitably lead to tiredness and a quiet time period may be needed to recover and recuperate. OSCT-NT will provide a designated **quiet area** at both after school and vacation care at which children can relax in comfort (on a sofa and/or large cushions/bean bags). The designated quiet area will include more passive activities such as reading. Blankets and pillows are made available for rest. Supervision and activities in the designated ' quiet area' will be aimed at maintaining a relaxing ambience. Educators will only provide quiet activities (such as reading or those activities which require minimal verbal interaction) Educators will be encouraged to talk and interact with children in a quiter manner to encourage the maintenance of quiet and relaxed area. Soft furnishing used by a large number of children will be machine washed on a weekly basis to ensure the cleanliness and hygiene is maintained.
6.0 Excursions and incursions	Vacation Care Excursions and Incursions MUST be planned and risk assessed using the approriate risk assessment form. Excursion to Pools or water parks will not be permitted without prior approval from OSC NT Management. **Excursion** – is defined as any organised trip away from the nominated after school or vacation care site. It does not include re-location of site on an ad-hoc basis **Incursion** – is defined as any organised activity that takes place on –site with resources and staffing by a third party (For eg. water slide, bouncy castle, petting zoo). The policy outlined here applies to both Excursions and Incursions Both Provider and nominated supervisor must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion. (1)　　A risk assessment for an excursion or incursion must— 　　(a)　　identify and assess risks that the excursion/incursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and 　　(b)　　specify how the identified risks will be managed and minimised. (2)　　Without limiting subregulation (1), a risk assessment must consider— 　　(a)　　the proposed route and destination for the excursion; and 　　(b)　　any water hazards; and 　　(c)　　any risks associated with water-based activities; and 　　(d)　　the transport to and from the proposed destination for the excursion; and 　　(e)　　the number of adults and children involved in the excursion; and 　　(f)　　given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and 　　*Example. Specialised skills could include life-saving skills.* 　　(g)　　the proposed activities; and 　　(h)　　the proposed duration of the excursion; and 　　(i)　　the items that should be taken on the excursion.

	Example. A mobile phone and a list of emergency contact numbers for children on the excursion.
	
	The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care sevice premises by an educator and must state—
	    (a) the **child's name**; and
	    (b) the reason the child is to be taken outside the premises; and
	    (c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
	    (d) a description of the proposed destination for the excursion; and
	    (e) the method of transport to be used for the excursion; and
	    (f) the proposed activities to be undertaken by the child during the excursion; and
	    (g) the period the child will be away from the premises; and
	    (h) the anticipated number of children likely to be attending the excursion; and
	    (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
	    (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
	    (k) that a risk assessment has been prepared and is available at the service.

7.0 Community engagement	The aim of each OSC-NT service should be open, friendly communication between staff, families, schools and the community with a focus on opportunities for partnership.
	
	1. Providing and sharing information:
	This is achieved by:
	  a. Providing information/factsheets about the service, but also about related topics such as child care benefit procedures, healthy eating and infectious diseases.
	  b. Monthly newsletters and updates on OSC-NT website and Facebook page.
	
	2. Actively involved with school and parent community
	This will involve:
	  a. Quarterly updates to School Principal/Board of Governors
	  b. Partner with schools on events/fundraisers
	  c. Involvements in school based fundraising (eg Great bake off, Day for Daniel)
	
	3. Involvement in the wider community
	This may involve:
	  a. Involvement in regional or national associations (eg. NOSHA)
	  b. Partnerships will relevant third party organisations (eg. Local sports associations)
	  c. Involved in wider not-for-profit organisations and business community organisations

8.0 Water Safety	The Director will identify and advise staff of potential water hazards on the school grounds or on planned excursion routings and undertake steps to mitigate risk and a risk assessment completed. This will include:
	  a. ensuring that water safety awareness is embedded in the curriculum.
	  b. ensuring that children are adequately supervised and protected from hazards and harm at all times.
	  c. ensuring that water hazards and risks associated with water-based activities are considered in a **risk assessment** prior to conducting excursions and other offsite events (Regulations 100, 101).
	  d. ensuring permission is obtained from parents/guardians for an excursion to a location where there is a water hazard.
	  e. ensuring increased levels of supervision for an excursion to a location where there is a water hazard.
	  f. ensuring that an educator with a current approved first aid qualification (refer to Definitions) is in attendance and immediately available at all times children

are being educated and cared for by the service ensuring that all educators' current approved first aid qualifications meet the requirements of the National Regulations and are approved by ACECQA.

g. ensuring gates and other barriers restricting access to water hazards are closed at all times and that fences are kept clear at all times.
h. ensuring that containers of water located in the room (including mop buckets) and outdoors are in full view of educators.
i. ensuring wading/paddling pools, water play containers and portable water courses are emptied immediately after each use and stored in a manner that prevents the collection of water when not in use.
j. checking the outdoor learning environment at the beginning and end of each day for puddles or filled containers that could pose a potential risk to small children after heavy rain.

Parents/guardians are responsible for:
a. supervising children in their care, including siblings, while attending or assisting at the service.
b. ensuring that doors, gates and barriers, including playground gates, are closed after entry or exit to prevent access to water hazards.
c. informing themselves about water safety.
d. ensuring their children understand the risks associated with water.
e. recognising when resuscitation is required and obtaining assistance.
f. considering undertaking approved first aid qualifications, as resuscitation skills save lives.

Related Policies, Procedures, Forms or Checklists	1. Activities and Entertainment Policy 2. Supervision Policy 3. Educational Leader Display 4. Excursion / Incursion Permission Form 5. Risk Assessment 6. Cleaning Procedures 7. Opening and Closing Checklists
Sources/References:	1. Education and Care National Amendment Regulations 2017. Regulations: 73-76, 80, 81, 84, 86, 99, 101-103, 111, 115, 116, 118-120, 122-124, 136, 150-157, 166, 168, 171-173, 176 2. Education and Care National Law. Section 3(2)(a)(b)(e), 3(3)(a)(c)(f), Section 157, Section 167, Section 168, Section 301(3)(j)(k), 3. National Quality Standards. Element 1.1.1, Element 2.1.2, Element 2.1.3, Element 2.3.3, Element 3.1.2, Element 6.2.2, Element 6.3.1, Element 6.3.4 Standards 1.1 and 1.2 4. Educators Guide to Early Years Learning Framework. Outcome 1, 2, 3, 4 5. Framework for School Aged Care in Australia. Outcomes 1, 2, 3, 4 6. www.pscalliance.org.au
Version Control/Updates:	Reviewed and updated May 2017 Next update May 2018 Reviewed and Updated 4.0 Novmber 2016 Version: 3.0 November 2015 To be reviewed and updated by: November 2016 Version 4.0 November 2016 To be reviewed and Updated May 2017 Version 5.0 October 2017 To be reviewed and updated October 2018