



## Out of Hours School Care Incursions Policy

### Policy Statement

Workshops are undertaken within the grounds of the school and are facilitated by other groups, companies, or organisations under the supervision of program staff.

### Procedures and Practices

- Staff ratios will be adhered to when an incursion is in session.
- Staff will ensure children are supervised whilst the incursion is operating.
- Costs will be covered by the program.
- Communication of the incursion will take place in the following ways:
  - To parents via the school newsletter.
  - An email to all OSHC families.

### Sources

Guide to the Education and Care OHSC programs National Law and the Education and Care OHSC programs Regulations 2011. Sourced June 2019.

### Date Reviewed:

5<sup>th</sup> August 2014

2<sup>nd</sup> August 2016

4<sup>th</sup> June 2019

### Next Review Date:

June 2023