



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE ARRIVAL AND DEPARTURE OF CHILDREN POLICY

POLICY STATEMENT

Liwara Catholic School Outside School Hours Care staff will endeavour to protect the health, safety and well-being of all enrolled children attending our service by ensuring they are continuously under the care of their families or those people authorised to deliver, care for and collect them.

At no time will children be allowed to leave the service unaccompanied by a staff member, parent or authorised person. Should a child not be collected in a timely manner the late collection policy will be implemented.

RATIONALE

Delivery and collection procedures are in place to optimise the safety and well-being of all enrolled children and to safeguard educators as they execute their duty of care to children and families. Strict adherence to delivery and collection procedures not only protects children's physical well-being but also promotes emotional well-being. Planned handovers to and from parents or authorised nominees, provide the opportunity to share information that supports children's well-being and encourages the development of partnerships between families and service staff.

ARRIVAL PROCEDURES

Children attending before school care (BSC) and vacation care programs are required to be dropped directly to the OSHC where educators are present. The parent or authorised nominee delivering the child to the service must sign the child in using KIOSK on the centre's ipad.

The parent or authorised nominee delivering the child to the service must complete any necessary medication forms and inform educators of any issues that may impact on the care of the child that day – see Administration of Medication Policy.

TAKING CHILDREN TO SCHOOL

When delivering children to school from before school care children in years 1 – 6 will make their own way to their classrooms at 8.30am. Kindergarten and Pre-Primary children will be escorted to their classroom and a handover conducted with the teacher at 8.40am. Where deemed necessary, classroom handovers may also occur for older children.

CHILDREN ARRIVING AT OSHC

Children from years 1 – 6 should be made aware by their parents of the days they are attending OSHC and it is the responsibility of each parent to ensure their child is aware of the necessity to proceed to OSHC without delay at the end of the school day. Kindergarten and Pre-Primary children will be escorted by a teaching staff member from their classroom to OSHC.

An OSHC supervisor will record the arrival time using KIOSK on the centre's ipad. This record must be countersigned by the child's parent or authorised nominee collecting the child at the end of the day.

If a child booked into the session does not present at the centre the OSHC supervisor will use the following guidelines for locating missing children:

- Phone the classroom teacher
- Phone the school office
- Phone the parent/parents or emergency contact of the child

COLLECTION PROCEDURES

An enrolled child will only be allowed to leave the service in the care of a parent, an authorised nominee named in the child's enrolment form or a person authorised in writing by a parent or authorised nominee.

When a child is collected by an authorised nominee or a person otherwise authorised in writing who is unknown to staff, the person collecting the child must provide photographic identification such as a current driver's licence. No child will be released to an individual whose identity cannot be confirmed.

The person responsible for collecting the child must sign the child out by recording the time using KIOSK, on the centres ipad.

When the child has arrived at the service from school the parent or person authorised to collect the child must also countersign the arrival record on the services ipad.

The person collecting the child must inform a staff member before leaving with a child so educators are aware of the child's departure and can ensure any necessary handover information is provided.

NOTIFICATION OF CHILD ABSENCE

Should a child leave the premises unaccompanied the child would be deemed missing and both the child's parent/s and the Education and Care Regulatory Authority will be notified immediately. Should a person not authorised in writing by a child's parent/s arrive to collect the child, both the adult and the child will stay in the Out Of School Hours Centre until the parents have been contacted to obtain authorisation and the nominated supervisor will be notified.

REFERENCES

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*. ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the National Quality Standard*, ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations*, ACECQA. NSW.

FOR MORE INFORMATION

Review History		
Previous Review	Year of Review	Next Review
May 2018	May 2019	May 2020
May 2019	April 2020	April 2021