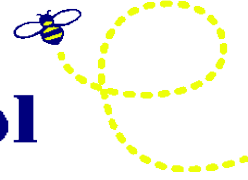


**Eastbourne
Primary School**
Celebrates Success



OSHC POLICY: DELIVERY & COLLECTION OF CHILDREN

RATIONALE

To ensure safe arrival and departure to and from the OSHC Program for all children and their families.

PURPOSE

It is the responsibility of staff and families to ensure the safe arrival and departure of children at the education and care setting and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between school and home and confirms the children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody.

IMPLEMENTATION To ensure the safety of all the children in the care of Eastbourne Primary OSHC, the following procedures apply to the arrival and departure of children each day;

Attendance Records:

A record of attendance, kept at the school, includes the full name of each child attending, arrival and departure times, and signature of the educator when the child arrives and signature of the parent/guardian who collects the child or the Nominated Supervisor or educator. (This are done on our iPad though our software) The child will leave the school only with the parent authorised nominee (Or another person who you have authorised to collect your child on their enrolment form), an authorised delegate as part of an excursion or because the child requires medical care.

(This does not include a parent who is prohibited by a court order from having contact.) The educator will review the Sign In and out Times. Where parents or authorised persons have not signed in a staff member will note that the child is in attendance. (And sign them in on behalf of parents or authorised persons). Families will be reminded to confirm the record.

Ensure that two staff members verify that all children have been signed out of the school. If a child is not signed out educators will check all areas of the school to ensure no child remains. Then they will be signed out by an Educator and parent or authorised person will have to confirm this next time they sign the child in.

Delivery of child from classroom to OSHC (Multi-Purpose Room onsite)

Every classroom teacher is aware of which children attend OSHC. Therefore, Education support staff will deliver children in F -2, from their classroom who are attending OSHC, to the amphitheater and double check their name is listed on the daily roll. They will ensure children moving between their classroom and the service are adequately supervised at all times and remain safe. Those in 3-6 will be reminded, by their teacher, to move straight to the amphitheater. (Education support staff, who are in every classroom, can also assist here, especially for new children). On arrival at the amphitheater children will be greeted by their educator, then once all children on the roll have arrived, they will move into the multi-purpose room for the session.

Collection of child by somebody else: Prior to allowing anyone other than those listed on the enrolment form to collect a child from the service. OSHC staff will need to be notified in writing with the full name of the person collecting the child. (They must also bring ID to show staff to be allowed to leave the school with that child.) We only allow a child to leave the school with an authorised person, who is at least 18 years of age.

Communicate any changes of routine with educators: This communication may include information about medication, a change in routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure safety and wellbeing of each child. If in an emergency parents will be late, they are asked to please call and advise the staff so that children may be informed and arrangements made.

Authorization for Collecting Children OSHC will; ensure that parents complete Emergency Contact details on enrolment form or "Authorisation to Collect" form for any adult, other than the parent, who is to collect their child from OSHC. Ensure that children are only collected by adults authorized by the parent to collect their child. If parents are separated or divorced they are required to inform the School of any custody arrangements. Copies of any Court Orders must be provided to the School before access by either parent is to be restricted. If staff are unfamiliar with the authorized adult collecting the child they are to request proof of identity e.g. driver's license, Medicare card etc. If an unauthorized person attempts to collect a child the Nominated Supervisor or Educator will keep the child with them until having made contact with the parent or other authorized responsible adult. If a parent rings during the day to inform that an unauthorized person is to collect their child, staff ensure that parent's voice is recognized and/or that child's date of birth is requested from parent. Record details of person to collect on form kept near the Desk/Telephone and check identity on arrival.

LATE COLLECTION OF CHILDREN

The OSHC Program is licensed for children to attend between 7:00am – 6:00pm. Late collection can be very distressing for the child. The School understands that parents can be late for collecting their child for a variety of legitimate reasons. If parents/caregivers are to be late, PLEASE inform the service by phone, so that staff are able to explain this to the child and make preparations for the care of the child. If late collections persist, finding more

appropriate care will be discussed with the parent. Two Educators are to remain on the premises with any late child until they are collected by an authorized, responsible adult.

Children must be collected by **6.00 pm** when the service finishes. If your child is not collected from After School Care by 6.00 pm a late fee of \$15.00 will be charged. This is to help cover the costs of paying staff overtime, as staff are only employed to 6.00pm. Staff will ask you to sign and write the time in the sign out book so you are aware of the fee and it will be included in your next bill.

For your own child's wellbeing, please contact us if there are unforeseen circumstances and you will be late. This allows us to reassure your child that you are safe.

Our procedure for late pick-ups is:

1. At 6.05 pm we will call parents' contact details.
2. At 6.10 pm we will call emergency contacts.
3. At 6.15 p.m. we will re contact parents and emergency contacts.
4. If at this point we are unable to contact the above, the Principal or Assistant Principal will be contacted.
5. If the child has not been collected by 7.00 pm and we have not been able to contact your emergency numbers, the Police, Department of Human Services or Child Protection will be contacted and advised of the situation.

RELEVANT LEGISLATION

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 99, 158, 168(2)(f)

Last reviewed on: **March 2023**

To be reviewed every 3 years.