



# Lake Boga Primary School OSHC

*'Be the best that we can be'*

## Delivery and Collection of Children Policy

**Rationale:** At Lake Boga PS OSHC the security, safety and wellbeing of the children in our care is the highest priority. We have clear processes in place to ensure the arrival and departure of children within our service is carefully monitored and upholds the National Safeguarding Principles.

**Purpose:** This policy will provide clear guidelines to ensure the safe delivery and collection of children attending the Lake Boga Primary School OSHC

**Background:** All children have a right to experience quality care and education in an environment that ensures provisions for their health and safety. The Education and Care Services National Law requires that an Approved Provider and Nominated Supervisor take reasonable care to protect children from any foreseeable risk of harm. Ensuring the safe delivery and collection of children to Lake Boga Primary School OSHC is a key aspect in ensuring student safety. Other documentation and legislation that this policy relates to includes:

- Education and Care Services National Law Act 2010 (Vic)- Sections 3(2)(a), 165, 167, 175, 189
- Education and Care Services National Regulations (2020)- Regulations 99, 158, 168
- National Quality Standards for Early Childhood Education and School Age Care- Standards 2.3 & Elements 2.3.1, 2.3.2
- Victorian Early Years Learning and Development Framework- Practice Principles Framework for School Age Care in Australia (2012)- Outcome 3

### Implementation:

The **Approved Provider** is responsible for:

- Ensuring educator to child ratios are maintained at all times within the OSHC program
- Ensuring required reporting has occurred to DET, and the parents of children affected, in the event of a serious incident, including when a child has left the service unattended by an adult or with an unauthorised person (Regulations 12, 86, 176)

The **Nominated Supervisor** is responsible for:

- Ensuring the parents/guardians have completed the authorised nominee section of their child's enrolment form, and the form is signed and dated
- Ensuring authorisation procedures are in place for excursions and other service events
- Providing parents/guardians with information regarding procedures for the delivery and collection of children prior to their child's commencement at the service

- Providing an attendance record that meets the requirements of Regulation 158(1) and is signed by the parent/guardian or authorised nominee upon the collection of their children each day
- Ensuring there are procedures in place when a child is given into the care of another person, such as for a medical or other emergency
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of Lake Boga Primary School, Nominated Supervisor or educators under the Law (Regulation 157)
- Ensuring the authorisation procedure (Attachment 1) takes place when a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment will be collecting.
- Ensure parents/guardians or authorised nominees are contacted in the event of an unauthorised person arrives to collect a child from a service, and that the authorisation procedure (Attachment 1) is followed.
- Ensuring that there are procedures in place if an inappropriate person attempts to collect a child from the service
- Ensuring procedures are in place for the care of a child who has not been collected from the service on time
- Ensuring that a child does not leave a service except with a parent/guardian or authorised nominee, or with written authorisation of one of these or in the case of a medical emergency or excursion
- Ensuring children are not taken outside service premises on excursion without written authorisation of a parent/guardian or authorised nominee
- Ensuring all children are adequately supervised at all times and educator-to-child ratios are maintained
- Following the procedures to ensure the safe collection of children (Attachment 2)
- Following the procedures for the late collection of children (Attachment 3)
- Keeping a written record of all visitors to the service, including time of arrival and departure

All **educators** are responsible for:

- Ensuring the attendance record is completed adequately (Regulation 158)
- Working with the Nominated Supervisor to develop and implement safety procedures for arrival and departure of children from the service
- Refusing to allow a child to depart from the OSHC with a person who is not the parent/guardian or authorised nominee, or where there is not written authorisation of one of these
- Assisting the Nominated Supervisor or Certified Supervisor (person in charge) in the implementation of the authorisation procedures outlined in Attachment 1 in the event that a parent/guardian or authorised nominee telephones the service to advise that a person not listed on the child's enrolment will be collecting the child or if an unauthorised person arrives to collect a child from the service
- Following the safe collection of children procedures in the event that an inappropriate person attempts to collect the child from the service
- Following procedures for the late collection of children
- Informing the Nominated Supervisor or Approved Provider as soon as practicable, if a child has left the service unattended by an adult or with an unauthorised adult
- Displaying an up to date contact list for Approved Provider, DET, Child FIRST, DHS Child Protection Service and the local police station.

**Parents/Guardians** are responsible for:

- Completing and signing the authorised nominee section of their child's enrolment form prior to their child attending the service
- Signing and dating permission forms for excursions
- Signing the attendance record as the child departs OSHC each night
- Ensuring that educators are aware that their child has been collected from the service
- Collecting their child on time at the end of each session
- Alerting educators if they are likely to be late collecting their child
- Supervising their own child after they have signed them out of the program
- Supervising other children in their care, including siblings, while attending or assisting in the service
- Paying a late collection fee if required by service policy
- Informing staff if their child is not attending on a particular day

## **Attachments**

### **Procedures for Transition from School into the Lake Boga PS OSHC program**

Lake Boga Primary School OSHC recognises the importance of a smooth transition from school to the OSHC environment. In order to ensure this the following procedures are followed:

- At the completion of school each day, children who are enrolled to attend Lake Boga Primary School OSHC meet at 'Big Red' where an educator will greet and receive each child as they arrive
- Children are encouraged to use the amenities whilst still in the main school building
- The children will walk with the educator to the OSHC TASC Base, where each child will be signed in, noting the time
- At the beginning of service delivery, the educator will lead a small group time ensuring all children whom are booked in are in attendance and sharing with children any important information ('program walk')

### **When there is a Non-Arrival to Lake Boga OSHC, the Nominated Supervisor or Certified Supervisor is to enact the following process:**

- Step 1 (5 minutes after the school bell) Contact the school office to enquire whether the child was at school on the day or went home sick. If the child was not at school, mark the student as absent at OSHC. If the child was at school a PA Announcement is to be made asking the child/ren to immediately go to the OSHC room.
- Step 2 (within 10 minutes after the school bell) An educator is to check with the child's classroom teacher and other children on the whereabouts of the child. A search of the school grounds is to commence for the child.
- Step 3 (15 minutes after the school bell) If the child cannot be located on the school grounds or information has been provided that a child has left with an authorised person, the Person in Charge is to contact the parent/guardian to inquire about the child's whereabouts. A second announcement is to be made by the PA announcement system.
- Step 4 (20 minutes after the school bell) If the parents/guardians cannot be contacted via phone or text, the emergency numbers listed on the enrolment form are to be contacted. Check with the school office if there are alternate numbers for parents. Continue to contact parents/guardians until contact is made and the child is located.

- Step 5 (25minutes after the school bell) If parents/guardians have notified that the child has not been picked up or they are still missing, call the Police.