



Delivery of Children to, and Collection from Outside School Hours Care Policy

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Target Audience:	Outside School Hours Care Staff and Families	Next Review Date:	23/03/2024

NOTE: This Policy must be read in conjunction with the *Interactions with Children Procedures*.

1. RATIONALE

Children’s safety and wellbeing are of primary importance, and Leanyer Outside School Hours Care (OSHC) aims to ensure that appropriate measures are in place to protect children from any harm or hazard, including providing adequate supervision and preventing the entry of unauthorised persons to the service. The transitions of children to and from the service require particular attention because of how busy it can be at certain times and the number of people coming and going. This policy, which should be read in conjunction with the Delivery and Collection of Children from Outside School Hours Care Procedures, enables Leanyer OSHC to safeguard children during delivery to, and collection from, our service.

2. PURPOSE

The *Education and Care Services National Regulations*, require approved providers to ensure their service has policies and procedures in place for the delivery of children to, and collection from, service premises (regulation 168).

The purpose of this policy is to ensure:

- the safe delivery of children to, and collection from, our service; and
- that all educators and staff implement the policy and related procedures.

3. LEGISLATIVE REQUIRMENTS

Education and Care Services National Law Act 2012		
Revised National Quality Standard (2018)		
Quality Area 2: Children’s health and safety		
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Quality Area 7: Governance and leadership		
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Education and Care Services National Regulations (2011)		
86	Notification to parents of incident, injury, trauma and illness	
87	Incident, injury, trauma and illness record	
99	Children leaving the education and care service premises	
100	Risk assessment must be conducted before excursion	
101	Conduct of risk assessment for excursion	
102	Authorisation for excursions	
102A	Application of Division	
102B	Transport risk assessment must be conducted before service transports child	
102C	Conduct of risk assessment for transporting children by the education and care service	
102D	Authorisation for service to transport children	
122	Educators must be working directly with children to be included in ratios	
123	Educator to child ratios – centre-based services	
157	Access for parents	
158	Children’s attendance record to be kept by approved provider	
159	Children’s attendance record to be kept by family day care educator	
160	Child enrolment records to be kept by approved provider and family day care educator	
161	Authorisation to be kept in enrolment record	
168	Education and care services must have policies and procedures	
170	Policies and procedures to be followed	
171	Policies and procedures to be kept available	
172	Notification of change to policies or procedures	

4. LEANYER SCHOOL INNOVATION STATEMENT

Leanyer School, in partnership with parents and community, will provide an education vital to students’ achievement as individuals and citizens in the 21st century. Our curriculum will emphasise creativity, collaboration, innovation and leadership. Students will be provided rich and diverse opportunities to develop the broad cultural understandings and skills in social harmony necessary to contribute as successful global citizens.

5. LEANYER SCHOOL VALUES

Achievement	Take responsibility for always doing your best.
Curiosity	Ask questions of yourself and others and listen to new ideas.
Respect	Care for yourself, others and the environment.
Collaboration	Work and learn with others to achieve goals.

6. POLICY

Leanyer OSHC aims to ensure the safety and wellbeing of all children in its care. To ensure this happens, the procedures for delivery to, and collection from the service will be followed in every instance.

All decision-making will be carried out in accordance with the following principles:

- The safety, health and wellbeing of the children at our service is of primary importance.
- The points of delivery to, and collection from the service will be carefully monitored by staff to ensure that children are safeguarded.
- We will value and respect our families' decisions about their children. This includes decisions about the people authorised to collect their children from the service.
- The attendance of all children will be accurately recorded in accordance with the law and regulatory requirements.
- Educators will be accountable for the whereabouts of children at all times whilst they are at the service.
- We acknowledge the important role played by our service leaders, educators and staff. We will ensure they are provided with the necessary training and support to implement the policies and procedures for the delivery of children to, and collection from, the service.
- Children will only be permitted to leave the premises if (regulation 99):
 - they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee;
 - they leave in accordance with the written authorisation of the child's parent or authorised nominee;
 - they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee;
 - they are given into the care of a person, or taken outside the premises, because the child requires medical, hospital or ambulance care or treatment, or because of another emergency.

7. DEFINITIONS

Term	Meaning	Source
ACECQA – Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	acecqa.gov.au
Authorised nominee	A person who has been given permission by a parent or family member to collect the child from the service or the family day care educator.	National Law (Section 170)
Authorised person	Means: (a) a person who holds a current WWCC [working with children check, or equivalent]; or (b) a family member of a child who is being educated and cared for by the service or the FDC educator; or (c) an authorised nominee of a family member of a child who is being educated and cared for by the	National Law (Section 170)

	service or the FDC educator; or (d) in the case of an emergency, medical personnel or emergency service personnel; or (e) a person who is permitted under the jurisdictional working with children law to remain at the service without holding a WWCC [working with children check, or equivalent].	
Enrolment record	An enrolment record must be kept for each child enrolled at the service. National Regulations list the details that must be included in the enrolment form, including any authorisations, medical management plans, dietary restrictions, and the child's immunisation status.	National Regulations (Regulations 102, 160–162) Guide to the NQF (Management of records – Children's enrolment record)
Parent	In relation to a child, includes: (a) A guardian of the child; and (b) A person who has parental responsibility for the child under a decision or order of a court. For regulation 99, 'parent' does not include a parent who is prohibited from having contact with the child.	National Law (Definitions)

8. RELATED POLICIES AND DOCUMENTS

1. Leanyer Outside School Hours Care ***Dealing with Medical Conditions in Children Policy***
2. Leanyer Outside School Hours Care ***Dealing with Medical Conditions in Children Procedures***
3. Leanyer Outside School Hours Care ***Enrolment and Orientation Policy***
4. Leanyer Outside School Hours Care ***Enrolment and Orientation Procedures***
5. Leanyer Outside School Hours Care ***Excursions Policy***
6. Leanyer Outside School Hours Care ***Excursions Procedures***
7. Leanyer Outside School Hours Care ***Incident, Injury, Trauma and Illness Policy***
8. Leanyer Outside School Hours Care ***Incident, Injury, Trauma and Illness Procedures***

Related Policies and Procedures to be developed:

9. Leanyer Outside School Hours Care ***Emergency and Evacuation Policy***
10. Leanyer Outside School Hours Care ***Emergency and Evacuation Procedures***
11. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Policy***
12. Leanyer Outside School Hours Care ***Providing a Child Safe Environment Procedures***
13. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Policy***
14. Leanyer Outside School Hours Care ***Nutrition, Food and Beverages, Dietary Requirements Procedures***
15. Leanyer Outside School Hours Care ***Governance and Management Policy***
16. Leanyer Outside School Hours Care ***Governance and Management Procedures***
17. Leanyer Outside School Hours Care ***Sun Protection Policy***
18. Leanyer Outside School Hours Care ***Sun Protection Procedures***
19. Leanyer Outside School Hours Care ***Infectious Diseases Policy***
20. Leanyer Outside School Hours Care ***Infectious Diseases Procedures***
21. Leanyer Outside School Hours Care ***Educational Program and Practice Policy***
22. Leanyer Outside School Hours Care ***Educational Program and Practice Procedures***