



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

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1 BUSINESS NEED

The *Education and Care Services National Law* (the Law) requires Leanyer School Outside School Hours Care (OSHC) to protect children from foreseeable risk of harm. To ensure the safety of children at Leanyer OSHC, our Delivery of Children to, and Collection from Outside School Hours Care Policy is strictly adhered to, ensuring only authorised people collect children and that the daily sign in and out register is used in accordance with the Law and Regulations.

2 SCOPE

This policy applies to all children, families, carers and staff of the Outside School Hours Care Community.

3 PROCEDURES

These procedures for delivery and collection of children from the service must be followed in every instance, to ensure the safety and wellbeing of children at all times.

3.1 Arrival at Before School Care (including Vacation Care) and departure to school

- All children must be signed in by their parent or the person who delivers them to the service. The time must be recorded. The person who delivers the child to the service must report to an educator to ensure the educator is aware the child has arrived.
- Any medications must be given to the educator who will check the family has completed and signed an **Authority to Administer Medication Form**, and then store the medication in the appropriate place.
- Children are signed out of the service by an educator and walked to their classroom modules by the educator at the start of school.
- Medications are given to the School Office by the educators.

3.2 Arrival at After School Care

- Educators will collect children from their preschool or primary school classroom modules. All children must report to an educator to be signed in and marked present on the roll. **Note:** Rolls are compiled from parent booking information.
- If the child does not arrive at OSHC after school, the Director will:
 - check the school's attendance record to see whether the child was at school;

- check the OSHC rooms;
- contact the child's parent or emergency contacts to check whether the child was expected to be at OSHC.
- Rolls and/or a head count of children will be checked at least every 30 minutes.

3.3 Departure for home

- When collecting their child, families are greeted by an educator and information is shared about the child's time at the service.
- Educators say goodbye to the child and family, and ensure that the person collecting the child has signed the child out and collected any medication, if applicable.
- No child will be released into the care of anyone who is not an authorised person.
- Children will not be permitted to leave the service alone, and requests by families for their child to leave unaccompanied will not be approved (e.g. a request for the child to walk home).

3.4 Attendance Record

- The daily sign in and out register is required to record children's attendance under National Law and Regulations. It is also used as a record of the children on the premises should an emergency evacuation be required.
- Accurate attendance records will be kept and checked each day.
- The parent or authorised person who brings the child to the service for Before School Care (or Vacation Care), or collects the child from the After School Care must sign and record the child's times of arrival and departure.
- If a child does not attend for any reason, the Director will enter the type of absence on the attendance record and the parent/guardian must verify the absence by signing the attendance record and providing the necessary documentation at a later date.
- Families who do not complete the attendance records will not be eligible to claim Child Care Benefit.

3.5 Authorised persons

- An authorised person is a person who has been nominated by the parent as an authorised person to collect their child when the parent is not able to.
- The names and contact numbers of all people who are authorised to collect children from Leanyer OSHC must be written on the **Enrolment Form**.
- Any changes to these authorisations must be advised in writing to the Director as soon as possible.
- No child will be released into the care of anyone who is not an authorised person. An authorised person who is not known to educators will be required to provide photo identification.
- If a person other than the parent, legal guardian or an authorised person attempts to take a child from the service, the Director and/or educator will explain that they are not authorised to hand the child over and they are required to contact the child's parent or legal guardian before the child may be taken. If the enrolling parent does not provide written authorisation for the person to take the child or if the parent cannot be contacted, and the person is insistent, the Director or another educator will contact the police.
- Educators will continue to attempt to contact the child's parents, and will document the incident as soon as possible.

3.6 Late collection of children

- The closing time for the service is 5:30pm Monday to Friday.
- A late collection fee of \$1 per minute per family is charged for the first 10 minute after the closing time. A fee of \$2 per minute per family is charged thereafter.

4 ROLES & RESPONSIBILITIES

Roles	Responsibilities
<i>Approved provider</i> Leanyer School Board	<ul style="list-style-type: none"> • Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
<i>Nominated Supervisor</i> Director	<ul style="list-style-type: none"> • Ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158). • The Director is responsible to build in check points of no more than 30 minute intervals for themselves as well as staff. This is to ensure all children attending are accounted for. • Implement systems so that children only leave the service premises: <ul style="list-style-type: none"> ○ if 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; ○ in accordance with the written authorisation of the child's parent or authorised nominee; ○ if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee; ○ if 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 (regulation 99). • Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection. • Implement the Delivery of children to, and collection from, service premises policy and procedures. • Ensure that an enrolment record is kept for each child which contains authorisations from families. • Ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (regulations 122 and 123). • Communicate any changes to children's delivery and collection arrangements to educators and staff.
Educators	<ul style="list-style-type: none"> • Must be aware of and follow the Delivery of children to, and collection from, service premises policy and procedures. • Ensure that the attendance record is completed when children arrive and leave, including: each child's name; the date and time they arrive and depart; and the signature of the person who delivers/collects the child, a nominated supervisor or educator. • Ensure that, when leaving the service, children are: <ul style="list-style-type: none"> ○ 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;

	<ul style="list-style-type: none"> ○ given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee. ● Meet the supervision requirements during the delivery of children to, and collection from, the service premises, including relevant educator to child ratios. ● Be aware of the requirements should any incidents occur.
Families	<ul style="list-style-type: none"> ● Be aware of the Delivery of children to, and collection from, service premises policy and procedures. ● Provide authorisations in their child's enrolment form and ensure the information is kept up-to-date. ● Complete the attendance record when their child arrives and leaves, including: their child's name; the date and time they arrive and depart; and their signature. ● Provide written authorisation should they require a person (other than the people listed in the enrolment record) to collect their child from the service.