



CATHOLIC EDUCATION

WESTERN AUSTRALIA

DELIVERY AND COLLECTION OF CHILDREN IN OSHC

POLICY STATEMENT

We 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.

OSHC 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 and complete all details in the daily attendance register.

During school term the register details will include the time of arrival, whether the child will be attending after school care (ASC), expected departure time if attending ASC and details of who will be collecting the child if attending ASC.

During vacation care and on pupil free days the register details will include time of arrival, expected departure time and who will be collecting the child.

The parent or authorised person 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.

All medications must be handed to an educator and the appropriate authorisation to administer medication form must be completed by the parent or authorised person.

No medications should be left in school bags.

Medication to be administered at school requires the completion of a school *Administration of Medication* form and any details should be discussed in advance with relevant OSHC staff.

Parents must discuss any changes to long term medication management with OSHC supervisor and/or Centre manager.

When children are collected from school the OSHC educator they will ensure that each child has necessary medication and that it is placed in the appropriate place in the OSHC, as clearly identified. They will also ensure that the family has it returned to them upon their child leaving the OSHC.

TAKING CHILDREN TO SCHOOL

When delivering children to school from before school care educators will accompany them onto the school grounds. Kindergarten and pre-primary children will be escorted to their classroom and a handover conducted with the teacher while older children shall make their own way to their classroom. Where necessary classroom handovers may also occur for older children.

COLLECTION FROM SCHOOL BY OSHC

Children collected from school will be met at a pre-designated area by an OSHC educator. It is the responsibility of each parent to ensure their child is aware of where the designated "Meeting Point" pick-up area is at their school and that children are aware of the necessity to proceed there without delay at the end of the school day.

Kindergarten and pre-primary children will be collected from their classroom. The educator will escort them to OSHC "Meeting point" and sign them in on the attendance sheet that they have on their clipboard. They must be signed in by the child's parent or authorised person collecting their child at the end of the day using the QIKIDS kiosk

If a child does not present at the designated "Meeting Point" collection area the OSHC educator will follow the guidelines for locating missing children (Annexure A)

If a child presents at the "Meeting Point" collection point but is unsure about whether they are to come with the educator or not, the educator will call their parent directly to confirm. If they are unable to contact the family, they are required to call the Centre immediately.

WALKING TO COLLECT CHILDREN FROM NEARBY SCHOOL

When walking to collect children from a nearby school, the designated educator will ensure that they take the following equipment;

- A list of all children to be collected from the school.
- A first aid kit, including SPF 30+ broad-spectrum water resistant sunscreen and children's sun hats.
- Necessary medication for children (for example, an auto-injector for anaphylaxis).
- A fully charged mobile phone with any emergency services contact numbers.

ARRIVAL PROCEDURES FROM SCHOOL

When children make their own way to OSHC from the classroom an educator will greet them, at the "Meeting Point" record their arrival time on the attendance record. The child must be signed in by the parent or authorised person collecting the child at the end of the day using QIKIDS Kiosk..

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 person

When a child is collected by an authorised person 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 by recording the time of departure and signing the attendance register.

When the child has arrived at the service from school the parent or person authorised to collect the child must also sign the child out using the QIKIDS Kiosk.

The person collecting the child must handover to 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, and numbers of children are updated.

LATE COLLECTION

There may be occasions when a family member/ authorised person may arrive late to collect a child. Whenever possible the family member/authorised person should call us to advise they will be late to collect their child.

A late collection fee will be charged for each child not collected from the centre by the end of their session hours or before the centre closes. Special circumstances such as an accident or vehicle break down, will be given consideration in relation to the administration of late collection fees. Late collection fee is \$5 per 5 minutes.

Due to staff considerations, when a family member/ authorised person is late to collect their child more than once, they will be required to meet with the Manager to discuss the matter. If the situation continues alternative care arrangements will need to be sought for the child.

NOTIFICATION OF CHILD ABSENCE

Should a child leave the premises unaccompanied or with a person not authorised in writing by the child's parent the child will be treated as a missing child. The child's parent will be notified immediately and the Education and Care Regulatory Authority notified of the Notification of serious incident as soon as practicable.

REFERENCES

Education and Care Services National Regulations (WA) 2012.

Australian Children's Education and Care Quality Authority (2017), *The Guide to the National Quality Framework*, Feb 2018, ACECQA, NSW.

Review history

DATE OF REVIEW	AMENDMENTS
July 2015	Reviewed and edited content to align with requirements under the national regulations.
July 2018	Reference All OSHC educators must take a attendance clip board to mark off the attendance of the all of the children in their group. Meeting point Session hours
July 2019	No changes
July 2020	Changes due to COVID-19 restrictions- pick up from school gate from teachers, teachers to sign roll when OSHC educators hand over children. Temperature checks on the children at arrival of the service.

Date written: July 2018

Review Date: July 2021