

7. Delivery of Children and Collection of Children

Purpose

At all times, the OSHC service will take reasonable precautions and adequate supervision to ensure children are protected from harm. This includes that only a parent or authorised nominee named in the child's enrolment record can collect the child from the premises.

Scope

NQF Quality Area 2	Children's Health & Safety
Standard 2.2 Safety	Element 2.2.1 Supervision
NQF Quality Area 6	Collaborative Partnerships with Families & Communities
Standard 6.2 Collaborative Partnerships	Element 6.2.2 Access and Participation

Process/guidelines

The regulations require that children can only be collected from OSHC, if the child is given into the care of:

- A parent of the child (except those prohibited by a court order).
- An authorised nominee named in the child's enrolment record.
- A person authorised by a parent.

An important aspect of student safety and care is the processes associated with signing students into and out of the OSHC service. This includes the importance of maintaining accurate records of attendance.

On enrolment, families will be asked to nominate the authorised person/people who can collect their child/ren from OSHC. This information is in the services web based management system - HubWorks

There may be occasions where the authorised adult is not an adult. Examples may include an older sibling who attends high school. Such arrangements will be negotiated on a case-by-case basis with the family and Director. In an emergency, families may authorise another person via phone to sign-out their children.

Arrival at after school care:

- All children attending after school care will be signed into OSHC on the sign-in sheet by an OSHC educator.
- An educator will also wait outside the Junior Primary classrooms as a pick-up point for any children who wish to walk over with an educator.
- Children who are attending sports practice must first sign-in at OSHC inform the Supervisor-in-Charge prior to attending sports practice. Upon return they are to notify the Supervisor-in-Charge of their return to OSHC.

In-School Terms - from OSHC to school at 8:30am

On the 8:30am school bell, children are signed out of OSHC by an educator. Children then play in the supervised school grounds until the start of school at 8:45am. If families would like their child supervised in OSHC until 8:45am, they contact the OSHC Director.

At NPS OSHC, the sign-in record is located, on the cupboard close to the entrance.

In-School Terms - from school to OSHC at 3:05pm

- At the end of the school day on the 3:05pm bell (2:05pm on the last day of each term) children booked into OSHC are expected to leave their class and walk straight to OSHC.
To support younger students in the first two terms, an educator will wait outside the Junior Primary classrooms to pick-up any children who wish to walk over to OSHC with an educator.
- On arrival, an educator will sign all children into the OSHC service.
- If a booking is received on the day, an OSHC staff member will inform the child's class teacher.

If a Child Does Not Arrive at OSHC After School

The nominated supervisor will take the following steps to locate the child:

- Check the school's attendance record to see if the child was at school and not collected during the day.
- Ask other educators if they have seen the child/ren.
- Search the OSHC building, toilets, and yard, including the playground, oval and courts. Contact the parent or emergency contact numbers to check if the child was expected at OSHC or if other arrangements were made.

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If confirmed the child was expected at OSHC, another quick search will be conducted.

If the child is still not located, this is a serious concern. The parent will be re-contacted, and the Principal or their nominee will discuss further actions. These actions can include calling the police.

Absences from OSHC

The most common reason why children do not attend OSHC from school is that families do not advise the service of changes in plans. It is therefore appreciated if families/guardians are required to inform Nailsworth Primary School OSHC if their child will not be attending care.

This advice can be made by:

Email: michelle.haywood499@schools.sa.edu.au Phone: 83449700 or SMS: 0401121336

Signing Out Children

- Children are only to be signed out of the service by a parent or authorised nominee named in the child's enrolment record.
- If someone other than an authorised person arrives to collect a child, the nominated supervisor will contact the enrolling parent/guardian to obtain their verbal authorisation.
- If the authorised person is not known to the service, they will be asked to provide proof of their identity.
- Families are expected to collect children before the close of the service, except in an extreme emergency.
- When no-one can be contacted to collect a child, a nominated supervisor will consult with the OSHC Director and or Principal. They will then determine the most appropriate action.

Children Attending Other Activities

The service recognises extra-curricular activities can provide a valuable option for children to join activities that support their growth, development and interests. The service will work with families to access such activities within the legislative framework. Examples of activities could include sports practices, working with a tutor, or music lessons.

The service's process aims to ensure a parent/s consent to their child attending an activity outside of OSHC and the provider of the activity knows the names of the children who are under the care of OSHC service.

Process:

- Families are required to give written permission for their child to participate in an extra-curricular activity.
- Permission is via a consent form, available from the service or emailing the Director. If emailing, the information required is the activity, name and mobile phone number of the activity's contact person, time and duration of the activity.
- In a large group, students will have identification (sticker on their shirt) that advises the instructor to contact an OSHC educator if there is a problem or injury.

If the activity is held in the school grounds, the outside OSHC educator will be mindful of a child/ren's participation in the event and direct the child back to the service when the event finishes.

Roles and responsibilities

The Director will:

- Remind families to check their nominated authorised person/people are current.
- Remind parents to cancel bookings if not required.
- If on-site, assume responsibility to locate children who have not arrived at OSHC.
- Check permissions for children to attend excursions.

Monitor, report and review

Author	School Principal Sharron Ward	March 2020
Recommended	OSHC Management Committee	April 2020
Approved	Governing Council	June 2020
Review Date		