

TECOMA PRIMARY SCHOOL OSHC DELIVERY AND COLLECTION OF CHILDREN POLICY

POLICY RATIONALE

Tecoma Primary School OSHC is committed to meeting the needs of parents and children. For all children's well-being and safety, the service has developed procedures to ensure the safe release of children to and from the program.

POLICY PROCEDURES

DUTY OF CARE

Tecoma Primary School OSHC's duty of care for the children in before school care begins when the child enters the program and is signed in by the authorised person. The duty of care ceases when the child is signed out of the program by the Responsible Person. Tecoma Primary School OSHC duty of care for the children in after school care begins when the child enters the program and is signed in by the Responsible Person. The duty of care ceases when the child is signed out of the program by the authorised person. Tecoma Primary OSHC will not permit a child to sign themselves in or out of the service and may, at any time, decline this type of request from a parent/guardian. (See Refusal of Authorisation Policy)

EDUCATORS ROLE

- All children will be signed in and out either electronically or if required, by written signature by an authorised person, with the time delivered/collected recorded each day. Educators are permitted to sign children in or out of the program if a parent/guardian/authorised person cannot, only in the case of emergency or during an arrangement surrounding an extra-curricular activity held at the school in which the program is located. The parent/guardian will then be asked to co-sign this on their next booked day of attendance.
- Educators will refer to the child's current enrolment in relation to who is authorised to collect a child and will request photo ID for those persons that educators have not met, before children are permitted to leave the program.
- Educators cannot release a child to a person who is not listed as an authorised person or nominee on the child's enrolment record. If an unauthorised person arrives to collect a child from a program, educators will immediately contact the child's parent/guardian.
- Children will not be released to any person visibly affected by drugs/alcohol.

CHILDREN

- Children will not be accepted into the service before the official opening hours.
- If a child is collected late (after the closing hours of the service) on more than one occasion, the Responsible Person may speak with the parent/guardian to remind them of the approved operating hours. Bookings may be cancelled/denied if the child is collected late after this discussion.
- Children will be unable to sign themselves in or out of the service.
- Children will work with the educators, to follow procedures put in place for the end of before school care going to school, and the end of the school day going to After School Care, so that all children are clear on their movements.

- At the end of Before School Care, children will be signed out and released from the school hall to walk to their classes. Children in prep will be walked over to the prep classrooms by an educator in term one.
- At the end of the school day, children booked into After School Care, will walk from their classroom to the school hall. The prep teachers are given a list of children booked into the program and ensure those children walk together to the school hall after school. In term one the Prep children are brought over by an educator or prep teacher. Children are then signed into the program by an educator.
- Should a child not arrive to after school care as expected, the following procedures will be followed:
 1. The school office will be contacted to find out if the child was at school that day. If they were at school, the office will be requested to put out an announcement asking the child to go to the school hall for After School Care.
 2. At this time, an educator will check the school pick up points and see if the child is there. If the child has not turned up after 5 minutes the Responsible person will contact the parent to ascertain the child's whereabouts.
 3. If the parent says that the child should be at the program, and the child has not turned up after a thorough search of the school grounds, the police will be called and the service will go into lockdown.

COMMUNICATION

This policy will be communicated to Tecoma Primary School community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from the OSHC program upon request.