



Magill OSHC Delivery to and Collection from School Policy

Links to the National Quality Standards

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| QA2 | 2.2 | Each Child is Protected |
| | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard |

Links to the National Regulations

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| Regs | 99 | Children leaving the education and care service premises |
| | 102AAB | Regulation 102AAB Safe arrival of children policies and procedures |
| | 157 | Access for parents Regulation |
| | 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 | Authorization's to be kept in enrolment record |

Links to My Time, Our Place

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| LO1 | Children feel safe, secure, and supported. |
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AIM:

The Magill OSHC service maintains clear processes to ensure that the arrival and departure of children is carefully monitored. Safeguards are also developed and regularly reviewed to keep children safe during the time of transition between school and OSHC.

IMPLEMENTATION:

A service must retain records of attendance such as sign-in sheets and families are responsible for initialling these attendance records daily. Regulation 158 states that the attendance record is to be signed by one of the following persons at the time a child arrives and departs:

1. the person who delivers the child to education and care premises or collects the child from the education and care premises; or
2. the nominated supervisor or educator. A child in care may leave the service premises only in accordance with Regulation 99.

BEFORE SCHOOL CARE

Children dropped off before school by authorised person:

- Children are brought to the service and signed in by an authorised adult.
- Children who are not signed in by an authorised adult may be signed in by the Responsible Person
- Primary Children departing before school care will be signed out at 8.25am. Junior Children will remain in the care of OSHC staff until 8:40am

- Year 3-6 students are dismissed to go to the school grounds.
- Year 1 to 2 children are walked into the line of sight of the yard duty staff
- Reception Children are walked to their classrooms

Children referred from the school office:

- Children dropped off at school prior to 8:25am (when teacher yard duty commences) may be referred to the OSHC Service in an emergency and only after consultation with the OSHC if they are enrolled at the service.
- Primary Children departing before school care will be signed out at 8.25am. Junior Children will remain in the care of OSHC staff until 8:40am
 - Year 3-6 students are dismissed to go to the school grounds.
 - Year 1 to 2 children are walked into the line of sight of the yard duty staff
 - Reception Children are walked to their classrooms

AFTER SCHOOL CARE

- All children coming to after school care will be signed in by an OSHC educator.
- It is the parent/caregiver's responsibility to notify OSHC staff if their child is booked in but is not able to attend due to illness or any other reason.
- Reception to year 2 children will be collected by OSHC staff outside the Penfold Building and will walk over to OSHC with staff. Children are expected to ensure that their arrival is recorded by making themselves known to the Educator in charge of the roll.
- Primary children make their own way to OSHC and are signed in as they enter by an OSHC educator. Children are expected to ensure that their arrival is recorded by making themselves known to the Educator in charge of the roll.
- Any children departing After School Care or Vacation Care must be signed out by an authorized adult (people authorized will be listed with the service on the child's enrolment form). If a child is being collected by a sibling who is under the age of 18 years old, written permission must be given from the parent/guardians prior to the collection and staff must be notified. This person must also be nominated on the child's enrolment form.
- Children may not go home unaccompanied unless there is signed written or verbal permission from a parent/guardian that identifies and qualifies such expectations.
- If an unauthorized person arrives to collect a child, parents will be contacted for confirmation.
- The Approved Provider/educators will reserve the right to negotiate such requests where there is concern about children's safety.

Children referred from school office:

- At 3:25pm teachers will direct students who do not have parental supervision to the front office. After 3:25pm children will be moved into the front office and leadership notified. Parents will be expected to collect children from these offices. At this time parents will be reminded of pick up times and informed if late collection continues their children will be sent to OSHC and billed.
- If the child has not been enrolled at the Service, their relevant health and contact details will be made available to the OSHC Service by the school staff.
- If space is not available, normal school procedures will apply.

A child booked in fails to arrive to after school care

If a child booked in for the care session has not arrived by the designated time after school has finished, the educator will implement the service's procedure to locate the child. Frequently there are a large number of children to follow up on who have not turned up for After School Care and the process can become very time consuming. This may pose a safety issue for children who may be genuinely missing.

Therefore priorities for following up children will be as follows:

1. Younger children first – especially new receptions
2. Individual children missing (as opposed to families of children who have not turned up)
3. Children from families who usually always notify of a cancellation (as opposed to regular no-shows)

Procedure

- Check the immediate area to locate the child.
- Communicate with other staff to see if the child is in another area of the OSHC.
- Check Sentral or call the front office at school to check that the child was at school.
- Speak with the child's peers or siblings, who may have relevant information.
- Call the parent or emergency contact numbers to establish whether the child is expected at OSHC or whether other arrangements have been made.
- Advise the family that police will be called and ask that a parent or a representative attend the school as soon as possible.
- When the child has been located, the information is to be shared immediately with those who may be assisting to locate the child.
- If the child cannot be found, the designated staff member will ensure that the child's family and the police are informed. When the police are notified (Police Call Centre 131 444), the following information needs to be ready:
 - name and address of the child and contact numbers
 - description of the child
 - time last seen
 - any medical conditions.

Transition to and from After School Activities

If a child needs to leave the program to attend a sporting activity or lesson the child may be escorted to and from these activities by an OSHC staff member. Primary aged children (Year 3-7) will notify a staff member and make their way to their coach. They will then either be brought back to OSHC by their coach or make their own way back and notify a staff member of their return. Junior aged children (Reception – year 2) will be escorted to their coach. Their coach will then either bring them back to OSHC or they will be collected by an OSHC staff member.

Uncollected children referred from After School Activities

- If a child has not been collected from after school activities by the parent/guardian the coach/instructor will attempt to contact families.
- If parents are unable to be contacted the child will remain in the care of the coach.

- When the parents can be contacted and they are not able to collect the child straight away, the child will be signed into OSHC with the permission from the child's parents. The child must be enrolled at the service for this to happen.

Late Collection Procedure

- Parents who are unavoidably detained and unable to collect their child at the collection time must telephone the service to advise of their lateness and expected time of arrival.
- If a parent is unable to collect their child before closing time, they should arrange for another responsible adult to collect the child and advise the service of this arrangement, if other than an authorised person on the enrolment form. This advice should be in writing if at all possible.

If child/ren have not been collected by 6:15pm during term time and 6pm during Vacation Care or Pupil Free Days Educators will follow this procedure:

1. Educators will attempt to contact the parent/caregiver via telephone.
2. If the parent/care-giver cannot be contacted, the emergency contact person will be contacted to arrange for the child's immediate collection.
3. If the emergency persons are unavailable and suitable arrangements cannot be made **within 15 minutes** of closure time the Norwood Police or After Hours Crisis Care 131 478 will be contacted. The child will accompany the police/crisis care until parent/caregivers is contacted.

After Hours Crisis Care: 131 478

Norwood Police Station

Address: 38 Osmond Terrace, Norwood SA 5067

Phone: (08) 8207 6800

Transition Procedure – Reception Age Children

1. End of school bell rings at 3:05pm
2. Children are delivered by their teacher to the OSHC staff waiting near the front office.
 - a. Depending on the number of children booked in to OSHC there may be one or two educators waiting for them in this area.
3. Children line up
4. Children are counted and signed in
5. When all children arrive, they are walked back to the OSHC main room
 - a. If there is one educator for 15 children or less that educator will walk in front of the children ensuring they stay in line behind them
 - b. If there are two educators one will be at the front of the line of children and the other will be at the back of the line of children.
 - c. Route taken: from the front office area, along the walkway outside the front office, passed the library, down the steps near the tennis court, down the walkway passed the canteen, passed the gym entrances, along the extra OSHC entrances and finally to the main door of the main room.
6. If the educator is waiting for children beyond 3:15pm, the educator will bring the children back to the main room
7. The educator will then inform the Responsible Person at the front desk of the children that have not presented to OSHC.
8. The Responsible person will then phone the front office to locate the child.
9. If the front office has the child the Responsible person will designate a staff member to go and collect that child.
10. If the front office does not have that child then a phone call to parents is executed to locate the child.
11. If the child cannot be located through any of these means, emergency protocols will be followed.

Transition Procedure – Junior Age Children

1. End of school bell rings at 3:05pm
2. OSHC educators are waiting in the middle of the hub where the Junior age children's classrooms are.
 - a. Depending on the number of children booked in to OSHC there may be two or more educators waiting for them in this area.
3. Children line up
4. Children are counted and signed in
5. When 15 children have been signed in the first educator will take those children back to the main room.
 - a. This occurs only when ratio regulations allow.
 - b. This is done to alleviate the noise and boredom and subsequent misbehaviour that the children get up to in the hub if they have to wait for too long
 - c. Route taken (with construction): from the hub area, up the stairs near the front office, along the walkway outside the front office, passed the library, down the steps near the tennis court, down the walkway passed the canteen, passed the gym entrances, along the extra OSHC entrances and finally to the main door of the main room.
 - d. Route taken (without construction): from the hub we move through the gate passed the playground down the walkway near the green fence, through the gate, around the canteen, passed the gym entrances, along the extra OSHC entrances and finally to the main door of the main room.

6. The subsequent educators bring 15 children back each along the same route until all children are back at OSHC
7. If the educator is waiting for children beyond 3:15pm, the educator will bring the children back to the main room
8. The educator will then inform the Responsible Person at the front desk of the children that have not presented to OSHC.
9. The Responsible person will then phone the front office to locate the child.
10. If the front office has the child the Responsible person will designate a staff member to go and collect that child.
11. If the front office does not have that child then a phone call to parents is executed to locate the child.
12. If the child cannot be located through any of these means, emergency protocols will be followed.

Transition Procedure - Primary Age Children

1. End of school bell rings at 3:05pm
2. As these children are older we trust them to be aware of when they are coming to OSHC and other safety issues. We therefore give them more autonomy.
3. The children make their own way to OSHC and get signed in.
4. The route they take varies as we give them agency.
5. We have an educator waiting for these children at the OSHC main entrance and near the afternoon tea area.
6. The children are signed in as they arrive and receive their afternoon tea.
7. If a child does not present to OSHC the educator will then inform the Responsible Person at the front desk of the children that have not presented to OSHC.
8. The Responsible person will then phone the front office to locate the child.
9. If the front office has the child the Responsible person will designate a staff member to go and collect that child.
10. If the front office does not have that child then a phone call to parents is executed to locate the child.
11. If the child cannot be located through any of these means, emergency protocols will be followed.