

## 6. KOSHC DELIVERY & COLLECTION OF CHILDREN POLICY

**The Kapunda 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 KOSHC**



### HOW THE POLICY WILL BE IMPLEMENTED

#### For Before School Care

- On arrival, all children must be signed in by a parent.
- At 8.30am, children will be signed out by the educator to walk to classrooms and from this time the children will be under the supervision of the teachers on yard duty.
- When children first begin school or if there is a need, parents may arrange for educators to take the children to their classroom.
- Classroom teachers will be informed of the agreed procedure and it is their responsibility to inform relief teachers when relevant
- The agreed practice can be modified only after there has been consultation with the families.

#### For After School Care

- All children coming to after school care (ASC) will be signed in by an OSHC educator.
- When children first begin school or if there is a need, parents may arrange for educators to collect the children from their classroom.
- All children will be collected and signed out by a parent or approved person.
- Children may not go home unaccompanied unless there is signed written permission from a parent/guardian that identifies and qualifies such expectations.
- The Approved Provider/educators will reserve the right to negotiate such requests where there is concern about children's safety.
- If a child has an after school appointment and will be arriving late, a written and signed letter from the parent/guardian must be provided to the Director in advance of the appointment.

## **6. KOSHC DELIVERY & COLLECTION OF CHILDREN POLICY**

- If a child is attending the service via bus from another school parents will negotiate transitions with the service.

### **A Child Booked In Fails To Arrive**

If a Kapunda Primary School child booked in for the program has not arrived 5 minutes after school has finished, the educator will:

- Check the immediate area
- Contact the front office to check if the child has gone home and to ask for help to search for the child. If appropriate an educator will go to the classroom to look for the child.
- Call the parent or emergency contact numbers to establish whether the child is expected at OSHC or whether other arrangements have been made.
- If the service is unable to contact the parent, school and OSHC staff will continue to call until contact is made.
- Speak with the child's peers or siblings either directly or by phone, who may have relevant information.
- Advise the family that police will be called if the child cannot be located and ask that a parent or a representative attend the school as soon as possible.
- When the child has been located, the school staff will notify the KOSHC educator. If the child arrives at the service, the educator will notify the school staff immediately.
- 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 20 minutes after the final school bell, the designated educator 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
  - medical conditions.
- If a child booked into the service from another school fails to arrive, the director/assistant director will phone the child's parent, bus driver and /or school to ascertain the whereabouts of the child. If the whereabouts of the child is still not known the police will be notified.

### **Authorisation For Collecting Children**

- The names and contact numbers of all people authorised to collect children from the service must be included on the enrolment form. Any changes to these must be advised in writing to the service by the custodial parent/guardian as soon as possible.
- Collection of children must follow any direction from custody orders.
- If the custodial parent/guardian or authorised person arranges for an unauthorised person to collect their child from the service, they must contact

## **6. KOSHC DELIVERY & COLLECTION OF CHILDREN POLICY**

the service to advise of this arrangement and confirm who will collect the child. The collecting person must also bring their ID with them to show staff.

- If the service has not been notified and someone other than the custodial parent/ guardian or authorised person arrives to collect the child, the director will contact the custodial parent/guardian to get their authorisation. Wherever possible, prior notification in writing should be provided by the parent. The child will not be released until the custodial parent/guardian's authorisation has been obtained. If that authorised person is not known to the service, the custodial parent/guardian will be asked to provide a description of the person concerned, who will also be required to provide proof of their identity.

### **Transitions**

- An agreement has been established between the service and the school leader and communicated to all staff about how the transition will be managed from before school care (BSC) to school and to after school care (ASC) from school.
- If a child is enrolled in after school activities other than at KOSHC on the school site, parents will need to arrange for the child to be collected by an authorised person to attend the activity.
- If the child is to return to KOSHC after the activity an authorised person will need to return them to KOSHC.

### **Late Collection**

- 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 (see also Fees policy).
- If the parent has not contacted the service and the child has not been collected 15 minutes after the closing time, the service will attempt to telephone the parent or, if this is not possible, telephone the emergency contact people listed on the child's enrolment form to arrange for the child's immediate collection.
- If no-one can be contacted and the child has not been collected 30 minutes after the service's normal closing time, the service will contact police to assist in locating the parent/emergency contact. The KOSHC committee will nominate other OSHC staff, who will be called in, to provide supervision at OSHC on a rotation basis until the parent or emergency contact arrives. A late collection fee of \$5.00 per child per 15 minutes will be imposed when parents arrive later than the closing time

# 6. KOSHC DELIVERY & COLLECTION OF CHILDREN POLICY

## Records

A record of attendance which is initialled daily by families will be kept by the service.

Attendance records must be signed at the time of arrival and departure by one of the following people:

- the person who delivers the child to the service or collects the child from the service.
- a nominated supervisor

Education and Care Services National Regulations	National Quality Standard	Other policies/service documentation	Other legislation and guidelines
158,168	2		
		Enrolment and Orientation Policy	Child Care Services Handbook
99		Child Safe Environment Policy – refer to supervision	
		Fees Policy	
		Family Handbook	

**Approved August 2015**  
**Due for review August 2017**