

FORBES PRIMARY SCHOOL



ARRIVAL AND DEPARTURE FROM OSHC

DOCUMENT CONTROL

File Location: OSHC office

Approved By:	Principal:	Governing Council Chairperson:
Principal Governing Council	Kirby Dickinson	Cynthia Auctherlonie

Next Review:	Policy Scope:	Date Approved:
24 Months (08/ 2025)	School Specific	August 2023
Alecia Cailes, Director	Kirby Dickinson, Principal	Cynthia Auctherlonie, Governing Council

Aim

Forbes Primary School OSHC service maintains the safety of every child. There are clear processes to ensure arrival and departure of children is closely monitored. Processes are regularly reviewed to ensure the smooth transition between school and OSHC.

Implementation

- Children can only be collected by a parent/carer, authorised nominee or emergency contact
 who is named on their enrolment record. Children may be collected by a person authorised
 by their parent/carer-authorisation must be given in writing except in extenuating cases
 where the parent/carer is unable to collect the child (eg due to injury) where verbal
 permission will be accepted.
- Educators will be made aware of court orders that are in place that prevent parents/family members from coming on site or collecting their child/ren.
- The Director will ensure that the authorised nominee pick up list for each child is up to date
- A person under the age of 16 (unless they are an older sibling and express written permission has been given by the parent) cannot collect children from the service
- Children will not be released into the care of anyone not known to Educators. Parents must give prior notice where;
 - The person collecting the child is someone other than those mentioned on the enrolment form (eg in an emergency)
 - There is a variation in the person picking up the child and the person is not listed on the enrolment form (it is preferable that written permission is given)
- If Educators do not know the person by appearance, the person must be able to produce Government issued photo identification. If Educators cannot verify the person's identity they may not be able to release the child into that persons care
- If the person collecting the child appears to be intoxicated, under the influence of drugs and/ or Educator's feel that the person is unfit to take responsibility for the child, Educators will:
 - Discuss their concerns with the person, if possible without the child present, in a calm and caring manner
 - Suggest that they contact another parent or authorised nominee to collect the child
 - If the person insists on taking the child, Educators will inform Police of the
 circumstances, the person's name and registration number of their vehicle.
 Educators cannot prevent an incapacitated parent from collecting a child, but must
 consider their obligations under the relevant child protection laws.
- At the end of each day, Educators will check the premises including outdoors and indoors to
 ensure that no child remains on the premises after the service closes
- Details of absences during the day will be recorded
- Children will be signed in/out of the service by a parent/carer or Educator. At the end of each session, Educators will check that all children have been signed out
- To ensure the health and safety of all children, visitors arriving at the service must sign in and out

Implementation for before school care

Children can be signed into before school care at OSHC from 6:30am. Parents/children will ensure that their bags are hung in the bag area on the hooks available. Families sign their child in using systems nominated by the service.

Breakfast is available for all children upon request. Breakfast options are provided in line with the service's hygiene and safety policy.

At 8:30am the morning session finishes and children leave OSHC to go to their classrooms. Children will assist with tidying up prior to this time and will collect their bags. Educators will sign out children as they leave. Educators will walk any younger children, any children who are new to the service or any children who aren't confident going on their own, to their classrooms.

Implementation for after school care

All children coming to after school care will be signed in by an Educator when they arrive at OSHC. Children will then put away their bags and wash their hands in preparation for afternoon tea.

Children will need to be collected from OSHC and signed out by a parent or approved person. Children may not go home unaccompanied unless there is signed written permission from a parent/carer that identifies and qualifies such expectations. In extenuating circumstances, verbal permission may be given over the phone. The Approved provider/Educators reserve the right to decline this request when there is a concern about children's safety if they are leaving the site unaccompanied.

If a child who is booked in fails to arrive

If a child booked in for the morning session fails to arrive at OSHC without notification, we presume that care was not needed and it is charged as an absence.

If a child booked in for the afternoon care session has not arrived at OSHC within a short but reasonable time after school has finished, the Educator will:

- Contact the classroom teacher or front office to see if the child was at school. If the child was at school and has been collected, Educators will request information about who collected the child
- o Speak with the child's peers or siblings who may have any relevant information
- Contact the front office to see if the child is waiting there
- Inform school Leadership that a child has failed to arrive at OSHC and request to find out what avenues are being undertaken (for example if the child is being searched for by Leadership)
- o Check the school grounds including playgrounds and the bike shed
- After carefully checking school grounds, Educators will call the emergency contacts (beginning with priority 1) to check if the child is still expected at OSHC or whether other arrangements have been made
- If no arrangements have been made for collection of the child, advise the family that the Police will be notified and ask the parent/emergency contact to attend the school as soon as possible
- If the child cannot be found, the designated staff member will notify the Police
 (Police Call Centre 131 444) with the following information:
 - Name and address of the child and emergency contact numbers
 - Description of the child
 - Time last seen
 - Any medical considerations
 - Any other information that staff, or police, deem relevant to the child's safety

When the child has been located, the information is to be shared immediately with those who are trying to locate the child.

Attendance records

Only people nominated on the child's enrolment form may collect and sign out the child. Families must sign in their child when dropping off, and sign out their child when collecting them. The nominated supervisor or an Educator may sign children in/out when children are leaving OSHC to go to school or when arriving for the afternoon from school.

Transition

New children, particularly junior primary children, will be collected by an Educator from their classroom until such time as the child feels confident to walk to OSHC by themselves. A designated meeting point is determined and is made known to all children and staff, where an OSHC Educator will meet children each afternoon.

During before school care Educators will walk any younger children, any children who are new to the service or any children who aren't confident going on their own, to their classrooms.

After school activities impacting arrival time

Where children are enrolled in after school care as well as in other after school activities such as sport practice, the child will come to OSHC, put their bag away and let OSHC staff know that they are going to sports practice.

Children are to return immediately to OSHC upon completion of sports practice or other activities. The Director will check with the office if sporting activities have been cancelled. Children may have been informed at school if after school activities have been cancelled.

Families will be made aware of the above procedures on enrolment.

Last reviewed: August 2023 Next review due: August 2023