



### **DELIVERY AND COLLECTION OF CHILDREN**

Settlers Farm OSHC 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.

#### **Procedure:**

-The service will retain records of attendance such as sign in records – families are responsible for signing their child/ren in/out 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:

- The person who delivers the child to the premises or collects the child from the premises
- The nominated supervisor or educator

-A child in care may only leave the service premises in accordance with Regulation 99.

#### **-Authorisation for Collecting Children**

- There is an agreement between the service and the school that at the conclusion of Before School Care (BSC) children will be signed out from OSHC where they will then walk to their classrooms to be under the supervision of the teacher on yard duty, kindy children will be walked over by an educator to kindergarten at the time the kindergarten opens – parents whose children who are new to the service or new to school may arrange for them to be walked by educators to their classrooms, plans will be put in place to facilitate these children eventually walking to class by themselves.
- These practices can only be modified once there has been consultation with families.
- Children coming to After School Care (ASC) will be signed in by an OSHC educator.
- All children being dropped off for BSC or being collected from ASC must be signed in/out by an approved person.
- Children may not leave the premises unless there is signed written permission from a parent/caregiver that identifies and qualifies such expectations – the Approved Provider/educators will reserve the right to negotiate such requests where there is a concern about children's safety.
- The names and contact numbers of all people authorised to collect children from the service must be included in the enrolment - any changes to these must be advised in writing to the service by the custodial parent as soon as possible.

#### **Absent & Missing Children**

-If a child booked in for ASC has not arrived by the end of the sign in process, or by the time designated in writing by their parent, the following steps will be followed until the service is able to locate the child;

- All educators will be aware of their role in these instances.
- Educators will check all supervised areas to ensure the child is not there.
- Check with the school front office to ensure the child is not there.
- Check with school attendance records to ensure the child was at school and needs to therefore be in attendance of ASC.
- Check the school register to ensure the child has not been signed out and taken home from school early.
- Speak with the child's peers or siblings, who may have relevant information – their word will not be taken as fact, this step immediately will precede the next step and only act to provide more details to educators and parent/caregivers.



- Call the parent/caregiver, and if unable to get in contact with the parents/caregiver the emergency contacts, to establish whether the child is meant to be at OSHC or if alternate arrangements have been made.
- If we are unable to establish the whereabouts of the child, the educator will seek advice from the parent/caregiver/emergency contact about further action. If a decision is made by either the parent/caregiver or educator to contact the police a parent or representative will be asked to attend the school as soon as possible – the educator will then call the police (Police Call Centre 131 444) with the following information ready: name and address of the child; any known contact numbers; a description of the child; time the child was last seen; any medical conditions.
- If the child is then located, that information is to be shared immediately with those who may be assisting to locate the child.

Unauthorised Collection

- Where a child attending the service is not living with both parents, or where disputes arise or have arisen about the responsibility of the child, the following will apply:
- Parent responsibility remains with both parents jointly and individually.
- Educators will refer to DfE Intervention Order Procedures for Leaders (*see appendix 16*) when needing to support families in dealing with court orders. Any queries concerning the content of an order educators can contact DfE Legislation and Legal Services on 8226 1555
- If the custodial parent/caregiver or authorised person arranges for an unauthorised person to collect their child from the service, they must contact the service to advise of this arrangement and confirm who will collect the child.
- If the service has not been notified and someone other than the custodial parent/caregiver or authorised person arrives to collect the child, the Director will contact the custodial parent/caregiver to get their authorisation.
- Wherever possible, prior notification in writing should be provided by the parent/caregiver.
- The child will not be released until the custodial parent/caregivers authorisation has been obtained.
- If that authorised person is not known to the service, they will be required to provide proof of their identity.

Intoxicated Person Collecting Child

- In the case of a parent/caregiver arriving at the service to collect a child in a visibly intoxicated or otherwise unfit state to drive (and they will be the driver), the person will be encouraged to contact another adult to drive them and the child home or the service will offer to call a taxi.
- If the unfit person insists on taking the child, SAPOL will be informed.

Policy reviewed	Previous modifications	Next review date
26/10/2021	GRAMMAR AND SPELLING	2022

