

Policy number: 5

Approval date: 18/3/13

To be reviewed: August 2016

# Modbury School Out of School Hours Care Delivery & Collection of Children Policy

## 1 Background

An effective partnership between Modbury School OSHC and its families greatly assist in all aspects of service delivery. This is especially so in children arriving and departing from a service. It is in this short period of each day where bonds between educators and families are developed and where children are welcomed and settled into the OSHC environment.

Modbury School OSHC retains records of attendance such as sign-in sheets and families are responsible for initialling these attendance records daily in accordance with Regulation 158.

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

## 2 Policy statement

The Modbury School 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.

## 3 Relationship

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
158, 168	2		
		Enrolment and Orientation Policy	Child Care Services Handbook
99		Child-safe Environment Policy—refer to Supervision	
		Fees Policy	
		Family handbook	

## 4 The policy addresses the following areas

### 4.1 For before school care

- The transition from before school care (BSC) to school will be managed by the Director, at designated time, children will be signed out by the educator to the school yard and from this time the children will be under the supervision of the teachers on yard duty. Preschool children are walked to the Preschool.
- When children first begin school, families may arrange for educators to take the children to their classrooms. This option must be fully explained to families when children are enrolled, at which time options for individual children will be discussed and a strategy agreed to.
- Classroom teachers must also be informed of the agreed procedure and it is their responsibility to inform relief teachers when relevant.
- It should also be discussed with families that the agreed practice can be modified only after there has been consultation with the families.

### 4.2 For after school care

- All children coming to after school care (ASC) will be signed in by an OSHC educator.
- 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.

### 4.3 A child booked in fails to arrive

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. This procedure is as following:

- Check the immediate area to locate the child.
- Call the front office at school to check that the child was at school.
- 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.
- Speak with the child's peers or siblings, who may have relevant information.
- 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.

## 5 Roles and responsibilities

Modbury School OSHC 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:

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

## 6 Other considerations 6.1

### Transition

- For new children, a mutually agreed transition plan will be developed for individuals for either/both BSC and ASC.

## 7 Resources/References

1. Transition into Outside School Hours Care—OSHCQA Fact Sheet #13 at [www.acecqua.gov.au](http://www.acecqua.gov.au) (go to NCAC archive)
2. Dealing with Family Law Issues in Preschool and Schools (currently being reviewed, refer to DECD Legislation and Legal Services Unit (LLSU) tel: (08) 8226 1555) at [www.decd.sa.gov.au/services/pages/leglegal/32146/](http://www.decd.sa.gov.au/services/pages/leglegal/32146/)
3. Leaders and the Law (currently being reviewed, refer to DECD Legislation and Legal Services Unit (LLSU) tel: (08) 8226 1555) at [www.decd.sa.gov.au/services/pages/leglegal/32146/](http://www.decd.sa.gov.au/services/pages/leglegal/32146/)