

## Collecting Children from School Policy

Quality Area 2: Children's Health and Safety	
2.3.1	Children are adequately supervised at all times
2.3.2	Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury
6.3.2	Continuity of learning and transition for each child are supported by sharing information and clarifying responsibilities

### PURPOSE

The Centre is committed to providing a safe, efficient system to collect children from school and take them to the Centre.

### IMPLIMENTATION FOR THE UNDERCROFT

The centre will negotiate with the school to appoint safe, supervised pick-up points for children needing to be escorted to the centre. Contingencies will be established for wet weather if applicable.

All children must be waiting at the pick-up area at the arranged arrival time. The service will ensure the Educator arrives to collect the children at the allocated time.

- **Pre-Primary and Education Support** students are picked up from their classrooms by our staff with a pick-up list generated from Hubworks.
- Children are taken to the decked area outside room 19.
- Staff will wait there with the group until the last staff member arrives.
- Children's names will be called out and marked off the pickup list for the second time to ensure all children are accounted for.
- Children form two lines; staff preform a headcount to make sure the number corresponds with the pickup list before walking back to OSCA.
- **All (year 1 and 2 and occasional year 3 students)** assemble in the year one common area.
- Staff will take the roll call and sign children in there. Children will then walk to the Undercroft accompanied by staff.
- Children that need to do homework will stay behind and will do this with the assistance of OSCA educator.
- Families need to put this request (homework) in writing when they enrol their child/children.

### IMPLIMENTATION FOR THE MAIN HALL

- Each staff member will have their own mobile phone with them at all times to enable other staff members to contact them if needed. The supervisor will have the OSCA mobile as well as their personal mobile.

- A staff member will carry a 'go' bag that contains an epi-pen, asthma puffer & first aid supplies e.g. band aids, gloves, bandages.
- Staff, (including 1 supervisor) will wait in the undercover area outside the OSCA office for the Community Hall children to arrive.
- The nominated staff mark the day's attendance sheet and sign the children in as they come from school to the staff member to report themselves being present. Staff will do a head count before departure to ensure the children correspond with the attendance sheets as a second security.
- When a child has failed to arrive at the meeting point, the supervisor will call all contacts listed and if staff are unable to speak to a listed contact, the school administration will be called to ask if the child was in attendance and if the admin staff know their whereabouts.
- The supervisor will call OSCA school staff to ask if anyone there knows where the child is and also to make them aware of the situation.
- The child's Teacher and fellow classmates will also be questioned relating to the missing child's whereabouts
- In the event when no contact could be made and the whereabouts of the child are unknown, Police will be called and made aware of the situation after all above procedures have been followed by 4:00pm.
- Children will get time to fill their water bottles with fresh water before leaving the school grounds.
- Children will then walk in a group together to the main hall across the road over the bridge. Staff will accommodate children throughout this transition.
- Roll call will be done again once arrived at the Main Hall setting.
- In case of severe weather conditions staff will take the children to the Harbeck (Library) centre until the weather permits staff to walk the children across to the main hall.
- In a case of extreme weather storms that prohibits staff to walk across at all during that care session, parents will be notified of our whereabouts via a phone call and or email.
- Children will only be released to nominated parents/guardians and other people over the age of 18 years listed on the child's enrolment form. Guardians other than parents collecting children will be asked to show ID on arrival.

## **ABSENCES**

The attendance roll will be marked as children arrive at the assemble areas. If a child will be absent from care on a day they are booked in, families must notify the centre prior to the care session via email, phone call or text message.

All attempts will be made to locate children who do not arrive at the Centre.

If a child who is booked in to attend the centre and does not arrive as planned, staff will:

1. Ask other children present about the missing child's whereabouts if he attended school on the day.

2. Talk to the child's teacher.
  3. Check the school's illness register in the administration block.
  4. Search the school premises.
  5. The Certified Supervisor of the day will call the parents to establish about the child's whereabouts.
  6. Call the emergency contact number if the parents do not respond to our phone call.
  7. Keep searching for the child as far as possible whilst maintaining oversight of the other children.
  8. If the child has been found notify the parents immediately.
- It is vital that parents contact the Centre to advise if their child is to be absent so their name can be withdrawn from the daily roll.
  - If all efforts to locate the child and contact with the family/emergency contacts have been unsuccessful then the police will be called as soon as it is apparent the child is unaccounted for.
  - Under the National Law and Regulations, approved providers must notify the regulatory authority of any serious incident within 24 hours of becoming aware of the serious incident.
  - Parents are responsible for liaising with school staff to ensure their children know what they need to do at the end of the day when they come to OSCA. Students making their own way to the Centre (year 3 – 6 on a Friday ASC) need to be there in a timely fashion, parents are asked to please ensure that they communicate with teachers to ensure children are not held back.

#### **TELEPHONE OR OTHER COMMUNICATION EQUIPMENT**

- OSCA staff will use their mobile phones at all times for communication.
- Management will have an operational mobile phone in use at all times of opening hours.

#### **FAMILIES COLLECTING CHILDREN AFTER CARE**

Nominated supervisor and educator must make sure that a child being educated and cared for by the service does not leave the premises except where the child:

- is given into the care of a parent, an authorised nominee named in the child's enrolment record or a person authorised by a parent or authorised nominee, or
- leaves in accordance with the written authorisation of the child's parent or authorised nominee and need to provide his/her ID when signing the child out, or
- is taken on an excursion, or
- is given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency.

**AFTER SCHOOL CARE (ASC) EXTRACURRICULAR ACTIVITIES**

When your child/children are attending an after-school activity program (extracurricular activity) the parent/guardian of the child needs to fill out and sign the form below:

- The parent/guardians of the child are responsible to make arrangements for their child/ren to be accompanied by yourself or another authorised adult to go to and be brought back to OSCA.
- This authorised adult will then sign the child/ren in when they bring them to OSCA.
- If your child is not attending our OSCA services after the event, it is the parent's responsibility to inform us. Your child will then be marked absent for that session. It is necessary to confirm the child/ren's non-attendance via email before 2pm on the day of the session.
- OSCA will not take any child to an extracurricular activity. If the authorised person is not available to take a child, that child will not be able to attend that extracurricular activity for that session.
- Children going back to the Main Hall also need to be accompanied by an adult to sign them in.
- OSCA is responsible for all children on our booking sheets once the school bell rings at the end of the day. In order to maintain and uphold a safe service we ask parents to adhere to this request please.

**Mt Hawthorn Out of School Hours Centre (Undercroft) and Community Centre (Main Hall)****After School Care (ASC) Extracurricular Activities Permission Slip**

Dear Parents,

When your child/ren are attending an after-school activity program (extracurricular activity) the parent/guardian of the child/ren needs to fill out and sign the form below:

- The parent/guardians of the child are responsible to make arrangements for their child/ren to be accompanied by yourself or another authorised adult to go to and be brought back to OSCA.
- This authorised adult will then sign the child/ren in when they bring them to OSCA.
- If your child is not attending our OSCA services after the event, it is the parent's responsibility to inform us. Your child will then be marked absent for that session. It is necessary to confirm the child/ren's non-attendance via email before 2pm on the day of the session.
- OSCA will not take any child to an extracurricular activity. If the authorised person is not available to take a child, that child will not be able to attend that extracurricular activity for that session.
- Children going back to the Main Hall also need to be accompanied by an adult to sign them in.
- OSCA is responsible for all children on our booking sheets once the school bell rings at the end of the day.
- In order to maintain and uphold a safe service we ask parents to adhere to this request please.

Please ensure you sign and return the attached form to one of our friendly staff.



Extracurricular Activities Permission

**EXTRA-CURRICULAR ACTIVITIES PERMISSION SLIP**

**OSCA DO NOT TAKE OR COLLECT CHILDREN TO OR FROM EXTRA-CURRICULAR ACTIVITIES DURING ASC SESSIONS.**

To: Mt Hawthorn Out of School Hours Centre (UC) and Community Centre (MH)

I, \_\_\_\_\_, the Parent/Legal Guardian of child/ren \_\_\_\_\_, give permission to \_\_\_\_\_ to take my child/ren to their Extracurricular Activity and/or sign in after the extracurricular activity at approximately (time) \_\_\_\_\_, on the following days \_\_\_\_\_

Type of Extracurricular Activity: \_\_\_\_\_  
(Zumba, Netball, Hockey, Computer Club etc.)

Day(s) of Extracurricular Activity: \_\_\_\_\_

I acknowledge that staff at the Main Hall and Undercroft is not responsible for my child/ren until the Director/Supervisor have been notified of their arrival, and have been signed in.

\_\_\_\_\_  
Signature of Parent / Guardian Date: [\_\_/\_\_/\_\_]

**Source**

- Collection of children from premises
- National regulations: regulation 98
- National Regulations: regulation 99 WA
- Authorisation, National Regulations: regulation 102
  - Early Years Learning Framework for Australia – Practice: Holistic approaches; Responsiveness to children – Outcomes: 3
  - Framework for School Age Care in Australia – Practice: Holistic approaches; Collaboration with children – Outcomes: 3

**Review**

<b>Policy Review Date</b>
<b>February 2018</b>