

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.

IMPLEMENTATION 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 26.
- 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 perform a headcount to make sure the number corresponds with the pickup list before walking back to OSCA.
- 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.
- **Year 1 and 2 students** assemble in front of room 10 in the common area.
- Staff will do roll call here and follow the procedures stipulated below if a child does not arrive at this point upon roll call.
- **Year 3 and 6 students** assemble at the Undercover area in front of the OCSA office or Canteen area.
- Staff will do roll call here and follow the procedures stipulated below if a child does not arrive at this point upon roll call.

ABSENCES ASC

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 allocated assemble areas.

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. Send a text message if calling parents and or emergency contacts fails to answer the 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 Undercover area (year 3-6) 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.
- Mobile numbers used at OSCA – 0431815586 / 0401342770

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 authorized 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.

ELECTRONIC SIGNING IN

- All parents/guardians and emergency contact nominees are added on each child's enrolment page.
- This will ensure that anyone collecting a child that has authorisation to do so will be able to sign a child/ren out on the electronic signing page provided on a tablet to families upon arrival or departure.
- In a case where the electronic signing page cannot be accessed, families will be asked to sign in manually at OSCA. Staff will then with the permission of the family sign the children in on our electronic sign in page once back in the office to authorise the signing time.

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 OSCA. 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.
- 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)

After School Care (ASC) Extracurricular Activities Permission Slip



OSCA
Extracurricular Activi

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

Policy Review Date
February 2020