

Collecting Children from School - Parent/Authorised Adult Collecting from OSCA Policy

Quality Area 2: Children's Health and Safety	
2.3.1	Children are always adequately supervised
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 stating date and day of the week.
- 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 booking sheet to ensure all children are accounted for.
- Children form two lines; staff perform a headcount to make sure the number corresponds with the booking sheet before walking the group back to OSCA.
- Staff will take the roll call and sign children in there. Children will then walk to the Undercroft accompanied by staff.
- **Year 1 and 2 students** assemble outside (boys' toilet) closer to the northern stairs going up to the Undercover area.
- Staff will do roll call as children arrive and send them up the stairs towards the Undercover area.
- **Year 3 and 6 students** assemble at the Undercover area in front of the OSCA office or Canteen area.
- Staff will do roll call here upon children's arrival. If children have not arrived by 3.15pm, the parents will be contacted.

ABSENCES ASC

The attendance roll will be marked as children arrive at the assemble areas.

Families must notify the centre prior to the ASC session of any absentees via email, phone call or text message preferably before 2:00pm on the day.

All attempts will be made to locate children who do not arrive at the allocated assemble areas.

Educators

Procedures when a child/ren are booked in to attend the ASC session 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. Check the kiss and drive area.
 5. Search the school premises.
 6. The Certified Supervisor of the day will call the parents to establish the child's whereabouts and send a text message as evidence of communication if the phone call is not answered by the parent straight away.
 7. Call the emergency contact number/s if the parents do not respond to our phone call. Follow up with a text message if the emergency contacts fail to answer the call.
 8. Keep searching for the child as far as possible whilst maintaining oversight of the other children.
 9. If the child has been found notify the parents immediately.
 10. If all attempts fail send the parents a text message at 3:30pm advising them that the child will be reported as a missing child at 3:45pm.
 11. **Report all incidents to the Police Assistance Centre on 131 444 as and when it occurs.**
 12. Management staff will then call the local police and go through the missing persons procedure with the police.
 13. Notify parents again that a case has been lodged.
- It is vital that parents contact the Centre to advise if their child is to be absent so the child can be marked absent for the session.
 - 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.

AUTHORISED AND UNAUTHORISED PERSON COLLECTS CHILDREN FOR OSCA

An unauthorised person is an adult which has not been nominated to collect children by Parent on the enrolment form. Parents must always let OSCA know via text message or email before 2:00pm on the day if an unauthorised contact will collect the children.

If an unauthorised person collects a child/ren with prior notice from the Parents, educators will follow the following procedure:

- Take a photo of the ID presented and check name against the contact details notified by Parents.
- Provide the person collecting the child/ren with sign out page to sign child/ren out.

Child/ren collection by unauthorized person without written approval from Parent/s shall not be allowed. If an unauthorised person collects a child/ren without prior notice from the Parents, educators will follow the following procedure:

- 1) Take a photo of the ID presented.
- 2) Call parents to get permission for the unauthorised person to sign the child/ren out. If parent is not available leave a message and follow up with text message. Wait for text message after verbal confirmation from the parent/s.
- 3) Once confirmation has been received verbally, follow up with a text message asking the parent to send a text message as confirmation after the phone conversation.
- 4) Provide the person collecting the child/ren with sign out page to sign child/ren out once written confirmation has been received from the parents or an authorised person.
- 5) Notify parents by text message that the person has signed the children out at (time) and left the OSCA premisses with the child/en.

TELEPHONE OR OTHER COMMUNICATION EQUIPMENT

- OSCA staff will not use their mobile phones for communication, we will use the two-way radios provided.
- Management will have an operational mobile phone in use always 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
- 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.

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 and out 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 decide 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/text before 2.00pm 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. To maintain and uphold a safe service we ask parents to adhere to this request please.

After School Care (ASC) Extracurricular Activities Permission Slip



OSCA
Extracurricular Activi

Source

- Collection of children from premises
- Regulation 165(A) of Law 170 (5)
- 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 2022