



LINDEN PARK PRIMARY SCHOOL
Out Of School Hours Care



Policy Group 2 – Health & Safety

Policy Number: 2.11 – Delivery and Collection of children

Policy Relationships			
Regulations	Quality Areas	National Quality Standards	Legislation/Regulations
99, 158 & 168	2	2.2	'My Time, Our Place' Framework for School Aged Care. Education & Early Childhood Services National Law Act 2010, and National Regulations 2011 Child Protection Act 1993 Department for Education Child Protection Policy 2011
	4	4.1	
	7	7.1.2	
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The arrival and departure procedures of children to and from the service are extremely important to a service, and to families using the service. The sign in / sign out system uses the QK program which is accessed by a KIOSK located in the OSHC room. Arrival and departure times allow Educators and families to build and develop relationships; however, strict guidelines must be followed to guarantee the child's safety.

Policy Statement

The Linden Park Primary School OSHC follows clear processes to ensure the arrival and departure of children is a smooth and safe transition to and from the service. Procedures are put in place to keep children safe and ensure they leave the service in accordance with regulations.

Before School Care: 7:00am – 8:35am

- * Children are to be signed into before school care by a parent or caregiver using the KIOSK. If the child cannot be signed in by a parent/caregiver, an educator may do so.
- * Children in years 2-7 will be dismissed at 8:35am to walk to their classrooms and from this time the children will be under the supervision of teachers on yard duty.
- * Children in years Reception and 1 will be accompanied to their classrooms by educators who ensure the children unpack bags in preparation for the day. They are then supervised until the start of class.

After School Care: 3:10pm – 6:30pm

- * Children in years 3-7 arrive at the OSHC room to be signed in on the KIOSK by an educator. Missing students will be followed up by an Educator by 3:30pm.
- * Educators will meet Receptions, Year 1 and Year 2 students in the OSHC meeting spot.
- * Year 2 children are able to walk to OSHC independently after being signed in by an Educator.
- * Educators will conduct a roll call and collect any students if necessary.
- * Follow up phone calls are made to families by educators for children that cannot be accounted for.
- * An educator will mark any child absences on the QK system.
- * Children must be collected and signed out by a parent/guardian or approved person.
- * Children may leave with older sibling by 4pm and confirm they have arrived home, with parent consent.
- * Linden Park Primary School OSHC and the educators at the service reserve the right to negotiate such requests where the child's safety is concerned.

Vacation Care and Student Free Day: 7:30am – 6:30pm

- * Above procedures for before and after school care will be applied on Vacation Care and Student Free Days.

- * All arrival and departure procedures will follow regulations.
- * If children arrive without a booking they will be sent to the office, if office is unattended they will be signed in at OSHC if a place is available as ratios need to be maintained.

Late Arrival and Departures

- * If children have not arrived at the service by 3:30pm, parents/caregivers will be contacted as well as the school office and emergency contacts.
- * If the child cannot be located and was expected at OSHC, an educator will inform the police of the missing child.
- * When the child has been located, the family and those assisting to locate the child must be informed immediately.
- * If at 6:30 (close), children have not been collected, parents/guardians and emergency numbers will be contacted.
- * Educators will remain at the service with the child until an approved person can collect and sign the child out of care.
- * In the event that there is no response from contact number or parents are unable to arrange collection, advice will be sought from police.

Roles and Responsibilities

- * If a child arrives to before school care unaccompanied an educator will sign them in.
- * Children that do not attend before school care are marked absent on the Kiosk.
- * Educators escort Reception and Year one students to their classes, ensuring bags are put away and children are then sent to play in supervised areas.
- * All educators are aware of follow-up procedures of missing children. These are documented and kept at the service.
- * If an adult arrives to collect a child that is not approved at time of enrolment, educators must call parent/caregivers and ask to see identification.
- * Educators must remain at the service until all children are collected, even if it be after closing time.
- * Under NO circumstances will educators transport children to and from the service in private vehicles.
- * The service will keep attendance sheets on record, as per regulations.
- * Educators have a duty of care responsibility from when the children arrive at the service to when they are collected.