Collecting Children from School

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

**Procedures:**
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 make every effort to ensure the Playleader arrives to collect the children at the allocated time.

Pre-Primary and Education Support students are picked up from their classrooms. All other students assemble in the year one common area. Staff will take the roll call there and 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.

Parents are responsible for liaising with school staff to ensure their children know what they need to do at the end of the day. Students making their own way to the Centre 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, 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.
Absences

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

All attempts will be made to locate children who do not arrive at the Centre. If a child who is supposed to attend the centre and does not arrive as planned, staff will:

- Ask other children present about the missing child’s whereabouts and also, if possible, seek information from available school staff.
- Search for the child as far as possible whilst maintaining oversight of the other children.

It is vital that parents are contact the Centre to advise if their child is to be absent so their name can be withdrawn from the daily roll.

In the event of being unable to locate a child, the Supervising Officer will ring the parents/guardians, nominated emergency contacts detailed on the child’s enrolment form, as well as contacting the school in an effort to establish the child’s whereabouts.

If the child’s whereabouts cannot be ascertained by 4.00pm, the Supervising Officer will contact the police for assistance.

NATIONAL QUALITY FRAMEWORK

Collection of children from premises

National regulations: regulation 98

National Regulations: regulation 99 WA

Authorisation, National Regulations: regulation 102

National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010) – Element 2.3.1; Element 2.3.2; element 3.1.1; Element 6.3.2

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

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