Collecting Children from School Policy

Policy Statement:

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

Procedures:

- 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.
- 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.
- 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, DCP/Police will be called and made aware of the situation after all above procedures have been followed.
• 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.

Absences

It is vital that parents contact the Centre to advise if their child is to be absent so their name can be withdrawn from the daily roll.

In the event of being unable to locate a child, the Nominated Supervisor 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 Nominated Officer will contact DCP/Police for assistance.

The child may only leave the service if a parent, guardian or nominated person collects the child. If a parent needs to alter their arrangement with the centre we need written permission and ID, providing the parent stays within our written collection policy.

NATIONAL QUALITY FRAMEWORK

Education and Care Services National Law Act 2010(Vic) – Section 3(2)(a); 167; 175; 189
Education and Care Services National Regulations – Reg 75(e); 88; 94; 99; 110; 123; 135; 169(b); 170(b); 171; 172
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

Developed: February 2012 Next Review: May 2016