



# OOSH SAFE ARRIVAL OF CHILDREN POLICY & PROCEDURES

021

## 1. Policy Information

Policy title	OOSH Safe Arrival of Children Policy & Procedures
Policy version	O21.1
Classification	OOSH
Review cycle	1 year
Last review date	May 2024
Implementation date	May 2024
Next review date	May 2025
Approval Authority	Approved Provider (Principal), DPP, OOSH Nominated Supervisor
Person/s responsible for policy	OOSH Nominated Supervisor

## 2. Overview

Toongabbie Christian College (the 'College') Out of School Hours (OOSH/the 'Service') is committed to the safety of children during travel between the school setting and outside school hours care. There are processes and practices in this regard to ensure that all educators and staff implement them.

Please refer to the College's *OOSH Extra Curricular Activities Policy & Procedures* for information regarding the safe arrival of children to and from extra curricular activities.

This policy will be made available to educators, parents/carers and children for consultation prior to implementation. Consultation with educators will take place during staff meeting time. Parents/Carers will be asked to provide feedback through the Parent Card where parents/carers give feedback on arrival processes and then educators consider the feedback in light of the policy. Children will be asked to provide their ideas about safe arrival in the yarning circle journal.

## 3. Policy

### 3.1 General Principles

- 3.1.1 The service will endeavor to ensure the safe arrival of children within our care. This includes Before School Care, After School Care and Vacation Care.
- 3.1.2 For After School Care, the Service is responsible for children from the time that the College bell rings in the afternoon.
- 3.1.3 For After School Care, an educator will be present on the College Primary basketball court in order to direct students to the Service.
- 3.1.4 For After School Care, where necessary, educators will collect children from their classroom to ensure the smooth transition between the College and OOSH.

## 4. Procedures

### 4.1 Nominated Supervisor/Responsible Person Responsibilities

- 4.1.1 The Nominated Supervisor or Responsible Person will;
  - 4.1.1.a ensure an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families.

- 4.1.1.b ensure an accurate attendance record is kept with each child's name, date of attendance, time of arrival and departure and the name of the person who delivers or collects the child.
- 4.1.1.c ensure this information is recorded on an approved CCS software system.
- 4.1.1.d ensure changes to routine are communicated to parents/carers.
- 4.1.1.e ensure all supervision requirements are met during delivery of children to, and collection from, the Service premises, including relevant educator to child ratios (regulations 122 and 123).
- 4.1.1.f should any incidents occur relating to the safety of children during travel (eg a child cannot be accounted for), ensure that the response meets all regulatory requirements, including implementing the College's *OOSH Incident, injury, Trauma and Illness Policy and Procedures* (regulations 86 and 87).
- 4.1.1.g ensure a risk assessment is conducted, and reviewed at least annually, to identify any potential risks that may rise, and who holds the duty of care for the child during these periods of travel, and complying with Regulation 102AAC(4). This risk assessment will be updated as soon as practicable after becoming aware of any circumstance that may impact the safe arrival of children
- 4.1.1.h ensure that educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel
- 4.1.1.i ensure systems are in place so that children only leave the service:
  - 4.1.1.i.i with an approved parent/carer, or authorised nominee, stated on their enrolment form.
  - 4.1.1.i.ii with a person who a parent/carer has given written consent and only when their ID has been sighted and scanned.
  - 4.1.1.i.iii as part of an excursion, or on transportation organised by the Service, with written authorisation from the parent/carer or authorised nominee.
  - 4.1.1.i.iv if they are given into the care of a person, or taken outside the premises, because the child required medical, hospital or ambulance care or treatment, or due to another emergency (regulation 99).

## 4.2 Educator's Responsibilities

### 4.2.1 Educators will:

- 4.2.1.a ensure they sight parents/carers signing the child within their care into and out of the Service, and that children only leave the Service with a parent/carer, authorised nominee or given into the care of a person in accordance with a written authorisation of the child's parent/carer or authorised nominee, and only after their ID has been sighted and scanned.
- 4.2.1.b ensure they sign children into the Service upon arrival.
- 4.2.1.c ensure all children are accounted for.
- 4.2.1.d ensure they follow the College's *OOSH Delivery and Collection Policy and Procedures* and *OOSH Incident, Injury, Trauma and Illness Policy and Procedures*, in the event a child is not accounted for, or in the event of an incident occurring during transport.
- 4.2.1.e ensure they have read and understood the College's *OOSH Delivery and Collection Policy & Procedures*.
- 4.2.1.f ensure they have read and understood the Service's *Safe Arrival of Children Risk Assessment*, and they access and use this to manage risks and maintain the safety of children during periods of travel.
- 4.2.1.g ensure they have read and understood the College's *OOSH Safe Arrival of Children Policy & Procedures*.
- 4.2.1.h ensure all supervision requirements are met during delivery of children to, and collection from, the Service premises, including relevant educator to child ratios (regulations 122 and 123).

- 4.2.1.i communicate any changes to the travel routine (eg a different walking route is proposed due to inclement weather) to other educators and the nominated supervisor.
- 4.2.1.j ensure they have read and understood the *Extra Curricular Activity Risk Assessment*.

#### 4.3 College Responsibilities

##### 4.3.1 The College will:

- 4.3.1.a provide the Service with an absentee list each day so that they can reconcile the attendance list.

#### 4.4 The Service Responsibilities

##### 4.4.1 The Service will:

- 4.4.1.a email class teachers weekly the children from their grade who are on the week's attendance list for OOSH. Class teachers use this list to remind and direct children to the Service.

#### 4.5 Parents/Carer's Responsibilities

##### 4.5.1 Parents/Carers will:

- 4.5.1.a complete their child's Enrolment Form.
- 4.5.1.b ensure they sign their child in and out of the service.
- 4.5.1.c communicate in writing relevant information and updates to people whom they give authority to collect.
- 4.5.1.d be aware of the College's *OOSH Safe Arrival of Children Policy & Procedures*. These are made available in the parent/carer area.
- 4.5.1.e communicate any changes to their circumstances that may impact the Service's practices related to the travel of children between the service and any other education or early childhood service, eg if their child will be absent from school and will not be attending the service

## 5. References

- Prepared in consultation with Becklyn

## 6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other service policies/documentation	Other
S165, S167, S175, S167, R86, R87, R99, R100, R101, R102, R102AAB, R102AAC, R102C, R102D, R122, R123, R160, R161, R168, R169, R170, R171, R172	2,2, 6.2, 7.1	<ul style="list-style-type: none"> <li>• OOSH Delivery and Collection Policy &amp; Procedures</li> <li>• OOSH Safe Arrival of Children Policy &amp; Procedures</li> <li>• OOSH Acceptance &amp; Refusal of Authorisations Policy &amp; Procedures</li> <li>• OOSH Providing a Child Safe Environment Policy &amp; Procedures</li> <li>• OOSH Excursions Policy &amp; Procedures</li> <li>• OOSH Enrolment &amp; Orientation Policy &amp; Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• My Time, Our Place V2.0</li> </ul>

		<ul style="list-style-type: none"><li>• Safe Arrival of Children Risk Assessment</li><li>• Extra Curricular Activity Risk Assessment</li><li>• Enrolment form</li></ul>	
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