



Outside School Care NT

OSC-NT PS 16. – Delivery and Collection of Children Policy

Policy Description	This policy statement outlines the guidelines to be followed by Outside School Care NT staff members when receiving children into their care and for the safe authorised collection by an authorised parent/guardian or nominee
1.0 Duty of care commencement	For Before School (BSC) and Vacation Care (VAC) : Duty of care commences when the parent/guardian signs in their child at the service. For After School care (ASC) : Duty of care commences when the child arrives at the service at the designated time and is signed in by a staff member. For Transitions/Pre-schoolers : Duty of care commences when the child is collected from the classroom by a designated OSC-NT staff member.
2.0 Delivery of children into the service from School (ASC)	2.1 For After school hours care (ASC) , children will make their own way to the ASC site – unless they are the year One, Transitions or Pre-school children, in which case they will be escorted from their classroom by an OSC-NT staff member. Individual OSC-NT sites may have site specific procedures for Transition and Pre-school children where they make their own way to ASC. 2.2 Children who have not attended school during the day may not attend ASC- unless prior approval is granted by the Director (even if the child is booked to attend)
3.0 Delivery of children into the service from home (BSC and VAC)	For Before School Care (BSC) and Vacation Care (VAC) the authorised parent/guardian must a. Sign in your child with the time of arrival on the attendance sheet and write your name and sign. b. Advise a staff member of your child’s arrival and bring to the attention of staff any specific messages – which should also be written in the parent communication book c. Place your child’s bag in their specified area and place lunchbox in fridge (vacation care) d. If medicines are required to be administered, please ensure that this has been formally communicated to OSC-NT staff and the appropriate form completed and signed by yourself e. Children are not to be left at the service by parent/guardian at any time prior to the opening of the service (BSC and VAC).
4.0 Children who fail to arrive at After school care (ASC)	All children on the attendance sheets that are booked in to attend, but who do not arrive AND the parent/guardian has not advised, MUST be located following the procedures outlined in the Sign In / Sign Out Procedures.
5.0 Absences	5.1 If the child does not attend for any reason, the service will record the child as ABSENT on both the printed weekly roll AND electronically within the roll marking section of the Kidsoft CCMS software (an end of day procedure) 5.2 The parent must verify the absence by signing the printed weekly roll and providing the necessary supporting documentation for legitimate absences (i.e. medical certificates) if required.
6.0 Collection of children from the service	6.1 Children must be collected from the service by the specified closing time. 6.2 Only Parent/Guardians or Authorised Nominees will be allowed to collect children from the service unless prior written permission is given by parent/guardian. 6.3 Authorised parent/guardians or authorised nominees MUST be detailed on the child’s enrolment form or advised to the service prior to collection. 6.4 The person collecting the child from the service must ensure that a staff member is aware that the child has been signed out and is leaving the service.
7.0 Extra-curricular activities	If a child is to attend an school extra-curricular activity on either an ad-hoc or regular basis written advice of this must be advised to the OSC-NT Director if: a. The child will arrive at ASC at an agreed later time than the standard school finishing time or

	<p>b. The child will leave the ASC service to attend a school extra-curricular which is organised by the school therefore the child will be under the care of a school teacher</p>
<p>8.0 Authorised Nominees - General</p>	<p>Any named Parent/Guardian or Authorised Nominee must be able to provide official photo identification, such as driver's licence or passport upon request</p> <p>8.1 All authorised collection nominees must be aged eighteen (18) years or older. If under eighteen (18) years, a written authorisation from the the parent/guardian is required.</p> <p>8.2 In the case of a parent/guardian or authorised nominee arriving to collect the child in a visibly intoxicated, unfit to drive state, OSC-NT staff will encourage the nominee to contact another driver or make arrangements for a taxi to be booked.</p> <p>If the parent/ guardian or authorised nominee refuses assistance and insists on driving the police will be informed.</p>
<p>9.0 Unauthorised delivery or collection of children</p>	<p>If OSC-NT staff become aware of any change in the delivery/collection of children (such as use of an adult who is not on the authorised nominee list), contact will be made with the parent/guardians immediately to verify changes in authorised nominee details.</p> <p>9.1 If an under-age person arrives to deliver or collect a child (even if the child is an older sibling) the parent/guardian will be contacted</p> <p>9.2 If an unauthorised person challenges OSC-NT staff or indicates that they will remove the child without providing sufficient proof of identity or relationship with the child. The person will be warned:</p> <ol style="list-style-type: none"> a. Of the Legal and safety concerns raised b. That the Police will be contacted c. That the Parent/Guardian of the child will be contacted immediately <p>An incident form will be completed subsequent to the event</p>
<p>10.0 Late pick up events and late fees</p>	<p>A late pick up event is defined as any collection after 6.00pm (as per the time recorded at the service).</p> <p>10.1 OSC-NT reserves the right to charge a late collection fee for each and every late pick up event that occurs.</p> <p>10.2 A late pick up event <u>may</u> not be charged if the parent/guardian advises that they are running late AND they are no more than ten (10) minutes late AND the event appears legitimate and does not form part of a regular occurrence.</p> <p>10.3 All other late pick up events will be charged as per the Bookings and Fee Management Policy Pricing schedule</p>
<p>11.0 Arrival of children not on daily/weekly roll for after school care (ASC).</p>	<p>Any children who arrive at after school care (ASC) without a booking in their name on the roll will be kept at ASC until a parent/guardian can be contacted.</p> <p>Once the booking situation is confirmed – either the child is added to the roll or is advised to await collection by an authorised nominee.</p> <p>PLEASE NOTE: No child will be turned away from ASC if they don't have a confirmed booking. They will be kept in care until the parent/guardian is contacted and the booking situation confirmed.</p>
<p>Related Policy and Procedures, Forms or Checklist:</p>	<p>Sign In / Sign Out Procedures Bookings and Fee Management Policy Parent Handbook Attendance Sheet Transition List</p>
<p>Sources/References:</p>	<ol style="list-style-type: none"> 1. NT Care and Protection of Children (Children Services) Regulations June 2009 2. National Quality Framework. www.acecqa.gov.au 3. National Education and Care Services Law 2010 4. National Regulations, regulations: 99, 168(2)(f) 5. National Quality Standards October 2011, standards: 2.1, 4.2.1, 6.1.1, 7.3.3
<p>Version Control/Updates:</p>	<p>Version: 3.0 September 2015 To be reviewed and updated by: September 2015 Version 4.0 September 2016 To be reviewed and updated by: September 2017.</p>