

Delivery and Collection of Children Policy and Procedure

The Littlehampton Primary School Out of School Hours care service provides clear procedures to ensure the safe arrival and departure to and from the OSHC program for all children and their families. Practical and safe approaches will promote a smooth transition between school, OSHC and home and ensures a child's arrival and departure at the service continues their safe care and custody.

Procedure

Attendance Records

- A record of attendance, kept at the OSHC, includes the full name of each child attending each session and arrival and departure times. Parents/guardians must sign children in on arrival at service and sign children out on departure from service. Designated staff member must sign children out in departure to school in the morning and on arrival from school in the afternoon.

Information for Teachers

- All class teachers are to be given a list of which children in their class attend OSHC on a permanent basis each term or when changes have been made.
- Teachers are asked to remind children at the end of the day if they are attending OSHC and to not keep OSHC children in after class for jobs etc.
- Parents who have booked in on a casual basis are asked to let their class teacher know via children diary or verbally.

Before School Care

- Children are to be signed in on OSHC iPad by Parents/Caregivers.
- At 8.25am an educator walks preschool children to preschool for preschool opening at 8.30am and helps them to get ready for day—put out fruit and drink bottle, sign themselves in and put on name badge. Staff member to sign children in on booking form at preschool.
- At 8.35am educator who has taken preschool children across returns and then areas are to be packed up and children to get ready to leave for school.
- 8.40am – 8.45am older children dismissed from Before School Care and signed out by staff member. Children are then to walk to their classroom.
- Teachers are on yard duty at school from 8.25am
- Remaining educators walk reception and year 1 children to the bottom lunch shed, where they wait as a group until the bell goes at 8:45am. At this point, educators walk with children into the foyer and then into their various classrooms. Educators assist children in unpacking their bags, changing readers etc if required. Over time, educators decrease the amount of help they offer children to allow for children to become independent in these tasks.
- Educators to assist any other children from older grades who may be struggling with morning routines or are new to the service and this may involve walking them to their classrooms etc.
- Educators to inform Teachers of any injuries or behavioural issues that may have occurred during the Before School Care session.

After School Care

- Educators are to go to meeting place in bottom lunch shed to wait for children to be dismissed from School at 3.10pm.
- Two - Four educators are to collect reception and year 1 children from their classrooms. Children are to wait in their classroom with their class teacher until OSHC educators arrives to collect them. Educators may need to help children with the packing of their bags and making sure they have all their belongings (this will decrease in time as the children become more independent).
- Reception and Year 1 children are signed-in in the corridor and then walked back to OSHC unless they are going to a different area of the school due to planned experiences.
- As children arrive at the bottom lunch shed they are to be signed in by OSHC educators and then are to sit on their allocated bench (Each year level as a space on the school benches where they are to sit while waiting for other children to arrive).
- Once all children have been signed in, depending on the day and activities planned, children will be split off into groups following correct educators /child ratios.
- One educator to collect preschool children from Preschool between 3.25 – 3.30pm for preschool close at 3.30pm. Educator will need to help children pack their bags and will need to sign children out on Preschool booking form. Children are then directly walked to OSHC unless programmed activity to occur in another area of school.
- Children are to be signed out by parents/guardians designated on the OSHC iPad. Only adults who are nominated as able to collect children on enrolment form are able to collect children from OSHC. If children are to be collected by an adult not nominated to collect children, parents/guardians must notify OSHC educators by writing or verbally that someone other than them are collecting the children. If parents have not notified staff that children are being collected by unknown adult, then educators must phone parent before allowing children leave service.

Non-attendance of Children.

- If children have not arrived educators are to check with front office first to establish if the child was at school that day. If children were at school, staff are to check at their classroom/class teacher, both kiss and drop zones and both playgrounds.
- If, by checking with the school, children are still unaccounted for phone parents/guardians to check on their whereabouts (if parents/guardians not able to be contacted—phone emergency contacts). If parents confirm children are meant to be in OSHC, notify school and school principal and then proceed with school instructions on locating children—search school grounds with teachers help, have a teacher drive to children’s home, remain in contact with parents who may ring around friends to see if they went home with someone else. If still not located phone police.
- While one educator is managing the situation—other educators to take all other children back to OSHC and continue on with day.
- Report incident to appropriate authorities—EDU Portal and the Registration and Standards Board of South Australia.

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