Drop Off and Collection Policy
Pascoe Vale Primary School
Outside School Hours Care

Contents

1 Rationale 2

2 Aim 2

3 Hours of Operation 2

4 Drop Off 2

5 Collection 2

6 Late Collection of Children Fee 4

7 Uncollected Children Policy 4

8 Evaluation 4

9 Sources & Legislative References 5

1 Rationale:
All primary school aged children must be cared for, delivered and collected at Pascoe Vale Primary School (PVPS) Outside School Hours Care (OSHC) by a responsible and authorised adult, parent or guardian. This policy must be adhered to at all times to ensure the safety and wellbeing of the children who attend the program.

2 Aim
2.1 Provide a procedure for dropping off and collecting children, which is clear and ensures the safety and wellbeing of all children in our care.
2.2 Ensure parents understand they are required to follow specific communication procedures to ensure we can provide high quality care of their children.
2.3 To meet industry standards and provide a high quality service to our PVPS community.

3 Hours of Operation
3.1 Before School Care will operate from 7.00am to 8.45am each school day. PVPS OSHC is only licenced to operate within these hours and therefore is not permitted to have children attend the program prior to 7.00am. Non-compliance can result in programs loss of licence to operate.
3.2 After School Care will operate from 3.30pm to 6.00pm each school day. On the last day of terms 1, 2 & 3 the After School Care program will operate from 2.30pm to 6.00pm and on the last day of Term 4 it will operate from 1.30pm to 5.00pm. PVPS OSHC is only licenced to operate within these hours and therefore is not permitted to have children attend the program after 6.00pm (5.00pm on last day of term 4). Non-compliance can result in programs loss of licence to operate.

4 Drop Off
4.1 Children are not to be left prior to the service opening. Service Opening Time 7:00am on all days when Pascoe Vale Primary School is operating.

4.2 The authorised person dropping off the child is responsible to sign the child in on the attendance roll. Signing your child in to the program is a legal requirement under the *Education and Care Services National Law and Regulations 2010*. At PVPS, we have an electronic attendance roll, therefore when you sign your child in it will be time stamped.

4.3 Any points of information in regards to the direct care of your child are to be communicated to the service coordinator, such as any particular requirements for the day/session.

4.4 The authorised person responsible for dropping off the child is to ensure the child's belongings have been placed in the designated area.

4.5 The person dropping off the child must ensure that the OSHC Staff member receives the child/ren before leaving the service and that any special needs are communicated.

4.6 Should a child require medication of any kind, parents/carers must fill in and sign the medication authorisation form and have it sited and received by a qualified OSHC Staff member.

4.7 Any information that parents would like to pass on to PVPS in regards to their child, will need to be put in writing by the parent and given to the service coordinator, who will then then pass this onto the child's classroom teacher or PVPS office, after 8:45am.

5 Collection

5.1 Children must be collected by the closing time of the service.
PVPS OSHC closing time is 6.00pm on all days when PVPS is operating. On the last day of Term 4 the closing time of the program is 5:00pm.

5.2 The authorised person collecting the child must sign the attendance roll. Signing your child out of the program is a legal requirement under the *Education and Care Services National Law and Regulations 2010.* At PVPS OSHC we have an electronic attendance roll, therefore when you sign your child out it will be time stamped.

5.3 The authorised person is to ensure that all their child's belongings are collected from the service.

5.4 The authorised person must ensure that an OSHC Staff member is aware that they are taking the child from the service.

5.5 OSHC Staff are to be notified if the persons collecting the child are to be later than closing time of the service and the child will be notified.

5.6 If the child is to be collected by a person whose name is not on the PVPS OSHC online enrolment system as a person authorised to pick up the child, then the parents must have personally informed the service Director as well as the Nominated Supervisor prior to pick up. This change should be confirmed in writing by fax/email. This email should state, parent/guardians permission to authorise this person to collect the child; authorised person's name, date of birth and phone number; date this person is authorised to collect. The new authorised person picking up the child will need to provide photo identification to the OSHC Coordinator upon arrival to the program, prior to collecting the child.

5.7 The names and contact numbers of all people authorised to collect the child must be included in the enrolment information on the child's PVPS OSHC online enrolment form. Any changes to an authorised contact must be completed on the child's enrolment form online.

5.8 The authorised person is required to give proof of identification (photo ID such as a driver's license) to OSHC Coordinator if they have not seen them previously. Women wearing a burqa may be asked to remove the burqa in a private area in front of a female OSHC Staff member if identification is required. A copy of photo ID is to be obtained by OSHC Staff and placed on child's file.

5.9 OSHC Staff will not release the child to anyone who is not authorised without prior consent from the child's parent, guardian or a person who is authorised to collect.

5.10 If the service has not been notified and someone other than the parent or authorised person comes to collect the child, OSHC Staff will ring the parent to get his or her authorisation. The child will not be released from the service until written authorisation has been received. This authorisation should be provided in the form of an email to the OSHC Director.

5.11 All persons collecting a child who are not on the child's enrolment form must provide photo ID before entering the program.

5.12 Children will not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access. If an unauthorised person is not willing to leave the premises without the child the OSHC Staff member are required to call the police.

5.13 PVPS OSHC Director or Nominated Supervisors are to ensure that the Authorised Nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 18 to collect children.

5.14 No child will be released into the care of any persons not known to OSHC Staff. Parents must give prior notice where:

• the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of photo identification.

• There is variation in the persons picking up the child, including where the child is collected by an authorised nominee who is known to OSHC Staff.

5.15 If the person collecting the child appears to be intoxicated, or under the influence of drugs, and OSHC Staff consider that the person is an unfit state to accept responsibility for the child, the OSHC Staff are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place in private with two OSHC Staff; one being the OSHC Coordinator and the other a OSHC Staff member, and without the child being present. OSHC Staff are to encourage the person collecting the child to contact another parent or Authorised Nominee from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another Authorised Nominee or becomes aggressive, OSHC Staff are to then disengage with the person, ask them to leave PVPS OSHC and inform the police of the circumstances, the person's name and vehicle registration number.

5.16 OSHC Staff cannot prevent a parent from collecting a child unless this directed by family court orders, but do have an obligation to try and persuade a parent to seek alternative arrangements if they consider the parent is in an unfit state to accept responsibility for the child. - In the event where there is an active court order, PVPS OSHC must be previously provided with a copy of the current court order, in order to be able to act in accordance with the order.

5.17 Children may leave the premises in the event of an emergency, including medical emergencies. In this circumstance the child would be under the supervision of OSHC Staff and/or Emergency Services.

6 Late Collection of Children

If a child remains in the care of PVPS OSHC after 6:00pm (5:00pm on last day of Term 4), a Penalty Fee will be applied to the families account, at the rate of $20.00 per 15 minutes or part thereof, per child.

7 Uncollected Children Policy

If a child/children are not collected before 6:00pm (5:00pm on last day of Term 4), two OSHC Staff members will remain with the child/children at the service and the following procedures must be adhered to:

7.1 At Closing Time
i. Contact parent/carer, if no response then OSHC Staff are to contact authorised emergency contacts.

ii. OSHC Staff are to note details in PVPS OSHC diary.

7.2 Fifteen (15) Minutes After Service Closure
i. Continue to contact parent/carer and emergency contacts.

7.3 Thirty (30) Minutes After Service Closure
i. If it has not been possible to arrange for the child to be collected, follow procedures for an abandoned child. Refer to Pascoe Vale Primary School On-site Supervision Policy and Procedures.
ii. Two OSHC Staff members will take the child to Fawkner Police Station.

7.4 Inform the Director/School Principal of the situation.

Please note: Under NO circumstances are PVPS OSHC Staff to take the child home or release them into the custody of an adult without the appropriate authorisation.

8 Evaluation
This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on the 16th August 2017.

9 Sources & Legislative References

Pascoe Vale Primary School OSHC Payment of Fees Policy

Pascoe Vale Primary School On-site Supervision Policy and Procedures.

National Quality Standard - Quality Area 2 - Children's health and safety - http://www.acecqa.gov.au/childrens-health-and-safety

National Quality Framework - Supervision
http://www.education.vic.gov.au/Documents/childhood/providers/regulation/nqfsupervision.pdf

Australian Child Protection Legislation - https://aifs.gov.au/cfca/publications/australian-child-protection-legislation