

### Rationale:

Every reasonable precaution is taken to protect children from harm and any hazard like to cause injury. This includes the delivery and collection of children to and from the Kyabram P-12 College OSHC Program.

### Aims:

A safe environment will be made for all children.

### Implementation:

- Arrival and departure of children will be carefully monitored by Staff.
- At these times staff members may take the opportunity to communicate with families about the child's progress and development and to hear about the child from their family.
- An attendance record will be kept where children are signed in and out of the service with the child's full name and the time the child arrives and departs.
- The attendance record must be signed by the person who delivers and collects the child. A staff member may sign in their place.
- If a child is absent a phone call to the family is made if the service has not been notified beforehand.
- Signing in and out of the service will ensure that staff to child ratios are being met by the service.
- Children may only be given into the care of a person who is: a parent of the child, or a person who has lawful authority to collect the child. Lawful authority means a power, duty, responsibility or authority conferred in relation to the child.
- Staff members must be diligent in ensuring that they are familiar with the nominated people who are authorised to collect the child.
- A child may leave the service unaccompanied when there is written authorisation from the child's parent. The service will assess the situation and decide if they will allow this or not.
- If a child is not collected at the allocated time, staff will endeavour to contact the parent.  
If after a period of **ten** minutes, the staff member is unable to contact the parent, then the person listed on the child enrolment form as persons to be notified in case of accident, injury trauma or illness involving the child, will be contacted to collect the child. The designated after hours person authorised to make this decision will be the nominated person of the Service.
- If a parent is late in collecting children more than once in any given month, then a phone call from the Approved Provider to the parent will be made to discuss.

- In all instances where children are to be removed from the service, whether this be on a regular outing or an excursion, staff must ensure that each child's parent has provided written authorisation. A single authorisation may be provided for any routine outings.
- Regulations regarding collection and removal of children from the service do not apply if the child requires medical attention, needs to be hospitalised, ambulance care is required, or in any other emergency situation.
- If staff members are concerned for the safety of a child or do not consider that a person is in a fit state to take responsibility for the child, they will exercise their duty of care by not allowing the child to be removed from the service by that person. For example: when the parent or other person who is authorised to collect the child seems to be ill or affected by drugs or alcohol and does not appear to safely care for the child.
- It is not always possible to prevent a person collecting a child. In these instances, the staff member will inform the nominated person and advice may be sought from an authorised officer at the DET Regional Office, if necessary.
- If at any time a staff member has concerns for the health and wellbeing of a child or concerns that the child may be at risk of being harmed, a referral to the Department of Human Services will be made.

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed       | May 2023  |
| Consultation               | August 2023 College Council<br>August 2023 College Newsletter |
| Approved by                | College Council   |
| Next scheduled review date | June 2026   |

