

Rationale:

Our Outside School Hours Care (O.S.H.C.) service aims to ensure the safe and secure arrival of all children during travel between the school setting and outside school hours care. We are committed to identify and minimise risks and potential hazards to ensure children are not placed at risk of harm or hazard when travelling between the school setting and the OSHC service.

Aims:

Children's safety and wellbeing is of primary importance, and approved providers and their services must ensure that appropriate measures are in place to protect children from any harm or hazard, including during the time children are travelling to or from the service.

The aim of this policy is to maintain a high level of safety for children travelling from a school setting to the OSHC program.

Safe Arrival of Children Procedure:

Responsibilities:

It is the responsibility of the Nominated Supervisor to ensure:

- All staff and families are aware of the Safe Arrival of Children Procedure
- Support staff where necessary
- If any incidents occur relating to the safe arrival of children, the response meets all regulatory requirements.

It is the responsibility of the staff to:

- be familiar with the policies and procedures relating to the safe arrival of children
- ensure the attendance record, including each child's name, the date and the time of arrival and departure is completed accurately
- be aware of the requirements should any incidents occur in relation to the safe arrival of children.

It is the responsibility of the parent/guardian to:

- be aware of the requirements for safe arrival of children at the service.
- Provide authorisation in their child/ren's enrolment form and ensure the information provided is kept up to date
- Sign authorisations for the departure and arrival of school age children or authorisations for regular outings and transportation

Procedures:

Transport organised via the service

- Staff will undertake risk assessment to identify and assess any risks that a child's travel between may pose to the safety, health or wellbeing of the child.
- Staff will consider the age, developmental stage and individual needs of the child when organising the transport
- Staff will ensure all authorisations are signed
- Staff understand their roles and responsibilities in case of an emergency

Missing child or children

A child will be deemed missing if they are not at the designated area with 5 mins of school finishing, staff will check Compass (school attendance list).

- If the student did not attend school the student will be marked as not present
- If the student attended school, the classroom teacher will be contacted and then the family to ensure that the student is in their care.

Signing in and out

- Ensure children are signed in and out or marked not present by the educator as required.

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Consultation	August 2024 College Council
Approved by	College Council
Next scheduled review date	June 2027

