



Delivery and Collection of Children Policy

Cobbler Creek OSHC and Vacation Care believes children's safety is priority. We have protocols in place to ensure the safety of all children attending our service and is maintained during arrival and departure times. An important aspect of this policy is the procedure of signing children in and out of OSHC and the departure of children with the authorised person. This policy will provide clear guidelines to ensure the safe delivery and collection of children attending Cobbler Creek OSHC and Vacation Care.

BEFORE SCHOOL CARE

Every child is signed (time and signature) in by their parent/guardian on the daily attendance sheet. When children are being dismissed, they all gather into Games Room. Once the school bell sounds, the Games Room Educator says good morning and writes the time and signs next to each child's name on the daily attendance list. Kindergarten and Reception children obtain their bags and come back into Games Room. Two Educators walk the reception children to their class to sure they get there safely. Two Educators walk the Kindergarten children to Golden Grove Kindergarten and sign them in.

AFTER SCHOOL CARE

The children line up by Games Room door once the school bell has gone. The Director or Assistant Director greets each child and signs them in on the daily attendance list (time and signature). An Educator collects the Kindergarten children and brings them to line up at Games Room door to be signed in. An Educator collects all the Reception children and brings them to line up at Games Room door to be signed.

The procedure for children who do not arrive at After School Care when booked in is that school is contacted by the Director or Assistant Director to check if they were present at school that day. If children were absent, they are marked off the daily attendance list. If they were present at school, a phone call or text message is sent to parent/guardian to check if the child was collected from school.

Each child is signed out by their parent/guardian when it is time to leave in accordance sub-regulation (4).

AUTHORISED COLLECTION

We have a duty of care to each child when they leave the premises. Each child may only leave Cobbler Creek OSHC in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. On enrolment, each child has a list of who is authorised to collect them from Cobbler Creek OSHC. If an Educator hasn't seen the person collecting the child, ID must be sighted before the child is able to leave. An authorised person does not include a parent who is prohibited by a court order from having contact with the child. An exception is when a child requires medical attention due to an emergency.

NEW CHILDREN

It is important to feel a sense of belonging and feel comfortable in their new environment. During the first term, there is an Educator solely with the Kindergarten and Reception children to help them transition into OSHC. The children move around together with the Educator visiting each area of OSHC and learning the rules. Once we feel the children are confident in their environment and understand the rules for moving about at OSHC, we talk with parents/guardians and children can then move freely around OSHC on their own. New children, year one and above, are provided with an orientation of OSHC by an Educator or peer (depending on age) and are assisted until they feel comfortable and ready to play.

National Regulations	
Regulation 99	Children leaving the education and care service premises
National Quality Framework	
Quality Area 2.2	Safety: Each child is protected
My Time, Our Place	
Outcome 1	Children feel safe, secure and supported
Early Years Learning Framework	
Outcome 1.1	Children have a strong sense of identity

Effective from April 2021

Review Date: April 2024