

Arrival, Departure and Transition Policy

Effective relationships between St Pius X OSHC and its families are very important in the delivery of a high quality service. This is especially so in children arriving and departing from our service. It is in this time unique bonds are formed between educators, staff and families and where children are welcomed and feel comfortable in the OSHC environment. St Pius X OSHC has a duty of care to ensure children's safety at all times.

HOW THE POLICY WILL BE IMPLEMENTED:

Before School Care

- On arrival at Before School Care children are to be signed in the parent, or person who delivers the child to the service. On occasions it may be difficult for the parent/family member to sign the child in – so an educator will sign them in on the understanding the parent/family member will call in to sign for this at a later date (as required to meet CCB conditions).
- Before School Care commences at 7.15am and finishes at 8.30am. At this time children are signed out by an educator, however children remain in the care of OSHC educators until a school staff member commences yard duty.
- Children who utilise Before School Care from the Hillcrest Primary School will be signed out by a nominated staff person from their school when collected at approximately 8.15am. The duty of care for Hillcrest Primary School Students transfers to Hillcrest Primary School as soon as they are signed out of Before School Care and during their transition to school.

Vacation Care

- On arrival at Vacation Care children are to be signed in by either the person who delivers the child to the service or by an educator
- Children departing Vacation Care must be signed out by an authorised adult (persons nominated by families on enrolment form). If an unauthorised adult arrives to collect a child, families will be contacted for authorisation.

After School Care

- When arriving for After School Care children are requested to place their bags on the provided rack and wash their hands.
- Children are to line up at the sign-in desk to be signed in by an educator.
- Children aged 9 and over have the option to sign themselves in on the 10 Plus list, which is overseen by educators. At 3.30pm an educator signs all 10 Plus students onto the main list
- When children who have attended sports training provided by the school, have finished they are to line up at the sign-in desk for an educator to sign them in. If training is cancelled children are to come straight to OSHC after school.
- Children departing After School Care must be signed out by an authorised adult (persons nominated by families on enrolment form). If an unauthorised adult arrives to collect a child, families will be contacted for authorisation.

When booked child/ren fail to arrive at After School Care, the following procedures will be followed:

- The supervisor in charge will check the emails, front office records and absentee list
- The supervisor will ask all educators if they have seen them that day and to look for the child in their area
- The child's classroom teacher, any siblings and/or friends will be asked if they have any information
- Phone the parent or
- Emergency contact if parent is unavailable
- If the child is still not located the principal will be informed and consideration will be given to contacting police.

Often, there are a number of children who do not arrive at OSHC when they are booked in, and chasing up these children may be time consuming. This may pose a safety issue for children who may be genuinely missing. Priority will be given to the following:

1. Younger children first – especially 5 year olds
2. Individual children missing (as opposed to families of children who have not turned up)
3. Children from families who usually always notify of a cancellation

Children are not to leave the service by themselves unless there is signed written permission from the family that identifies and qualifies such expectations. The Director will reserve the right to negotiate such requests where there is a concern about the child/ren's safety.