

## Delivery & Collection Policy

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|---------------------------|---|
| <b>Aim:</b>               | That Concongella Primary School Council Outside of School Hours Care (OSHC) operates in accordance with the <i>Education and Care Services National Law Act 2010</i> (National Law) and the <i>Education and Care Services National Regulations 2011</i> (National Regulations) to ensure safe delivery and collection processes for children and their families. |
| <b>Purpose:</b>           | To make clear the expected behaviour of all Concongella Primary School Council OSHC parents, carers, educators, children and OSHC staff.  |
| <b>Date of operation:</b> | 16/06/2021  |
| <b>Review Dates:</b>      | 16/06/2022  |

### POLICY

Concongella Primary School Council Outside of School Hours Care (OSHC) will at all times operate in accordance with the National Law and National Regulations. Concongella Primary School Council OSHC will ensure the delivery and collection process for children and their families is supportive, welcoming and actively fosters the elements of the relevant Learning Framework, including principles of active family collaboration.

In addition, the Nominated Supervisor will ensure the health and safety of the child is met through the implementation of the following policies and procedures:

- Enrolment and Orientation Policy
- Administration of Medication Procedure
- Administration of First Aid Policy
- Anaphylaxis Policy
- Medical Conditions Policy
- Interactions with Children Policy

In the case of programs where the safe arrival of the child is determined by Concongella Primary School Council OSHC educators or staff overseeing the safe arrival of the child, e.g. After School Care Concongella Primary School Council OSHC will follow local safe work practices and the Delivery and Collection Policy to ensure the safe and timely arrival of the child or confirmation of the child's whereabouts and safety through contacting the appropriate parent or guardian or authorised nominee immediately (*National Regulations Regulation 99 Children leaving the education and care service premise*).

Through vigilant supervision and by enacting the above listed Concongella Primary School Council OSHC policies and procedures, the Nominated Supervisor and/or Person with Management or Control of the Service must ensure as a minimum:

- The child may only leave the relevant premises if the child:
  - Is given into the care of:
    - (i) a parent of the child
    - (ii) an authorised nominee named in the child's enrolment record
    - (iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises
  - Leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record
  - is taken on an excursion in accordance with the Excursions policy, and with the written authorisation of a parent/guardian/carer
  - Is given into the care of a person or taken outside the premises
    - (i) because the child requires medical, hospital or ambulance care or treatment; or
    - (ii) because of another emergency
- A child is only able to leave the program unaccompanied if the child leaves the premise in accordance with a written authorisation from the child's parent or authorised nominee named in the child's enrolment record
- This section of the policy can be implemented under the discretion of [Insert school name OSHC] Management by following the Delivery and Collection Procedure and in active collaboration between the child and the child's family

## Procedure

- It is the responsibility of all staff to implement this policy
- Educators have a duty of care not to endanger children at the service by knowingly placing them in a situation that could reasonably be expected to be dangerous, including releasing a child into the care of an inappropriate person

- Where an educator believes that the parents/guardians or authorised nominee may be ill, affected by alcohol or drugs, or not able to safely care for the child, the following procedures must be followed:
  - Consult with the OSHC Nominated Supervisor, if possible
  - Advise the person collecting the child of their concerns and suggest contacting an alternative authorised nominee to collect the child
  - If the educator fears for the safety of the child, themselves, or other service staff at any time, contact the police immediately
  - Complete the Incident, Injury, Trauma and Illness Record and give to direct supervisor
  - Inform the school as soon as is practicable, and at least within 24 hours of the incident
  - Nominated Supervisor to inform the Regulatory Authority (DET) within 24 hours of a serious incident occurring

**Definitions**

**Parent:** In this policy and reflecting the definition in the National Law and National Regulations, parent does not include a parent who is prohibited by a court order from having contact with the child.

**Roles and Responsibilities**

| Department/Role            | Responsibility   |
|----------------------------|--|
| Operations                 | Concongella Primary School Council OSHC Nominated Supervisor will oversee the implementation and service adherence to this policy (i.e. policy compliance). Nominated Supervisor and/or Person with Management or Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. |
| School Council / Principal | Provide official sign off on the Policy  |

**Policy Review**

The Policy will be reviewed every 12 months. The ongoing monitoring and compliance to this policy will be overseen by Nominated Supervisor, Concongella Primary School Council OSHC and Person with Management or Control of the Service where practical. Feedback from Quality Assessment and Regulation Division (QARD), received through the assessment and rating process and/or compliance visits will inform this policy review. Feedback from stakeholders, e.g. parents, school community etc. will also inform policy updates and review.

## Legislation and Standards

- [Education and Care Services National Law Act 2010](#) (Section 167, 170)
- [Education and Care Services National Regulations](#) 2011 (Regulation 99, 168,(2)(f))
- [National Quality Standards](#) (Quality Area 2: Children's Health and Safety)
- [Children, Youth and Families ACT 2005 \(VIC\)](#)
- [Child Safe Standards](#)
- [Family Law Act 1975](#)

## Supporting Documents

## Staff Acknowledgement

I acknowledge:

- receiving the Concongella Primary School Council OSHC Delivery and Collection Policy;
- that I will comply with the policy; and
- that dependent on the seriousness of any breach there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

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|--|-------|
| Your Name:   |       |
| Signed:  |       |
| Date:  |       |
| Concongella Primary School Council<br>OSHC sign off: | Date: |