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Childcare | Kindergarten | OSHCare

## POLICY AND PROCEDURE

Document name:	Arrivals and Departures St Joseph's Parish School, Weipa OSHC
Review Dates:	June 2025
Review Cycle:	1 year
Approved By:	Director
Approval Date:	31/05/2024

### ARRIVAL OF CHILDREN TO ST JOSEPH'S PARISH SCHOOL OSHC, WEIPA

#### 1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to ensuring the safety of children in care. This procedure is to ensure that all children are accounted for and only leave the service with an authorised person. Educators' responsibility for the children begins when the child enters the premises and is signed in by the authorised person. Responsibility ends when the child is signed out by the authorised person.

Catholic Early Learning and Care recognises that children may attend extracurricular activities, not a part of the Early Learning/School Age Care Program, on or off the service/school site. The service encourages diversity in activities and experiences children are able to access. CELC values children's participation in all aspects of service/school and parish community.

The service will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011. It is the responsibility of Educators and Parents/Guardians to ensure the safe arrival and departure of children at the service and completion of statutory documentation. (refer to: Enrolment and Orientation)

#### 2. APPLICATION

This procedure Catholic Early Learning and Care Services in Weipa, where primary-school aged children from St Joseph's Parish School and Western Cape College may enrol in the service.

#### 3. PROCEDURE

All procedures are the same as this outlined in the CELC **Arrivals and Departures Policy and Procedure**, with these provisions due to the location of the St Joseph's Parish School, Weipa Outside School Hours Care services and its provision of care to primary school aged children attending Western Cape College.

##### After school care - Arrivals

- Western Cape College Primary School finishes at 2:30pm.
- St Joseph's OSHC will provide Western Cape College Primary with a list of children coming to OSHC each afternoon by 2pm and with a list of children whose parents have marked them absent. This will be emailed to the email address provided by Western Cape College.
- Western Cape College staff will gather children who are attending OSHC at their specified designated meeting point.
- Western Cape College will be responsible for walking the children to St Joseph's OSHC who will commence their afternoon program for Western Cape children at 2:45pm.
- Western Cape College hold the duty of care for their children between 2:30 when their school bell rings until they have them on-site at St Joseph's OSHC.

- When the children arrive, they will be signed into OSHC via OWNA.
- When the Western Cape children have been signed in, they will wash their hands at the toilets area before Afternoon tea.
- Afternoon tea will be served from the tuckshop window and children will sit at the silver bench seats outside the tuckshop.
- Once the St Joseph school bell rings at 2:55pm, they will be signed in near the tuckshop where they will move to wash their hands and join the Western Cape children for afternoon tea.
- Once all children are signed in and accounted for those who have finished afternoon tea can move with an educator to a programmed area
- During the period of Western Cape children eating and St Joseph's children signing in, ratios will be maintained at all times and these two activities are carried out in the same area.
- All parents must notify the service of absences using OWNA. The child will be then marked absent on the CCMS software by an educator. Fees will be charged in accordance with the Fees Schedule within notice periods given.

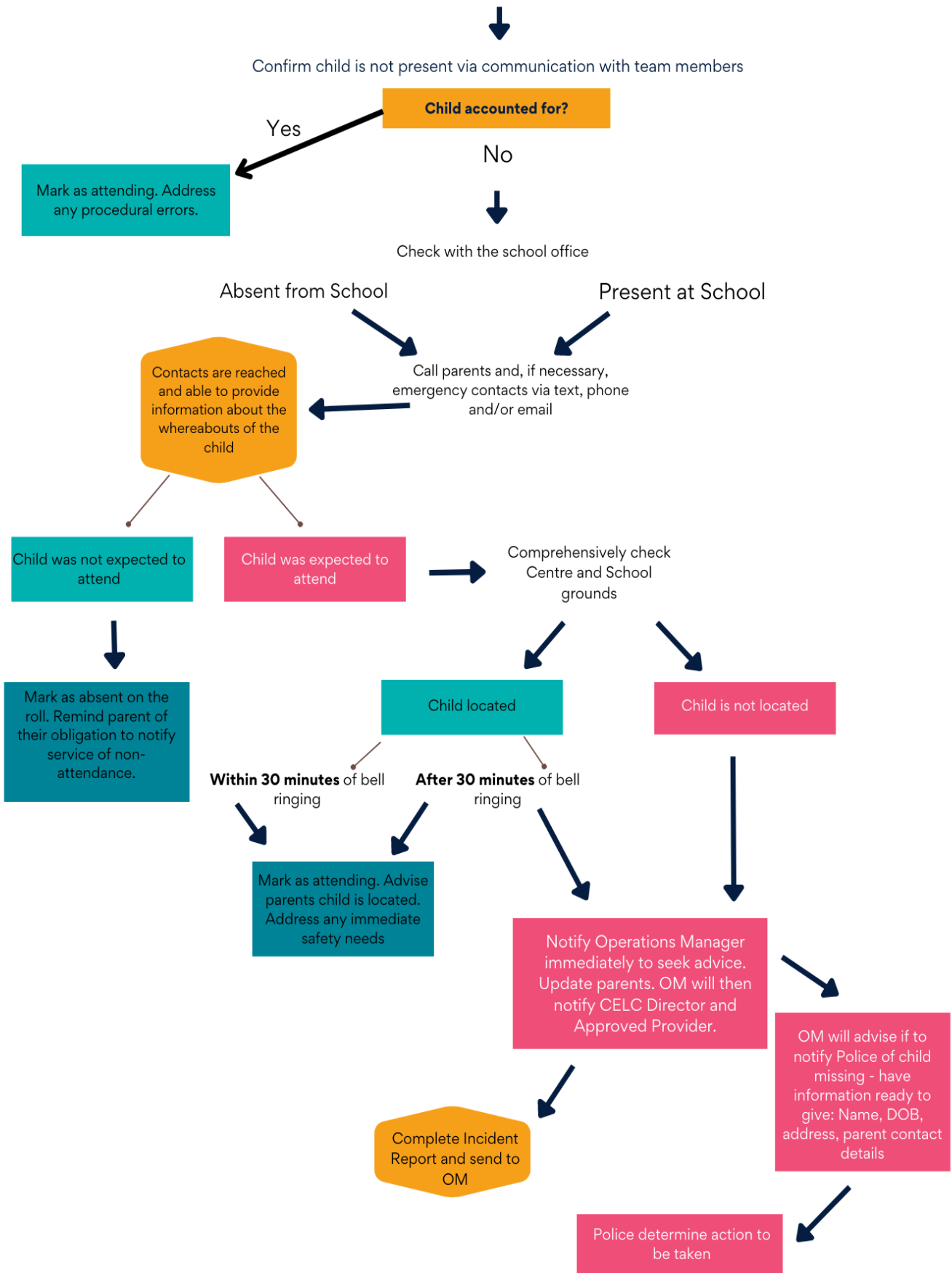
#### **After School Care – should a child not arrive**

- If a child has not arrived, (Western Cape or St Joseph) the service will actively look for the child by:
  - Calling and texting parents/guardians and authorised persons on enrolment record using all numbers available to the service
  - Checking with Western Cape and/or St Joseph's school administration on attendance and/or messages
  - School administration asked to make an announcement over the school sound system/speaker system where applicable.
- Follow **Arrival and Accountability Flowchart (Page 3)** if the child cannot be located/accounted for the Nominated Supervisor or Responsible Person on duty must notify your Operations Manager of the situation.
- Where a child cannot be located after reasonable effort to identify their whereabouts and where parents/emergency contact cannot be contacted the Police will be notified as per the **Arrival and Accountability Flowchart**.
- Once a child has been located, the Operations Manager must be notified by telephone. An Incident Report must then be completed and forwarded to your Operations Manager to log the incident prior to the 24-hour notification period to the Regulatory Authority.

#### **Children who arrive at Outside School Hours Care without a booking**

- Regardless of the reason for attendance without a booking, OSHC employees will always be required to respond in a manner that upholds the safety and protection of children. The service will observe their duty of care and statutory obligations to support children.
- If the child is not a currently enrolled child of OSHC, they are to take them to the school administration as OSHC will not have any details or contacts for that child.
- If the child is a current enrolment of OSHC and has arrived without a confirmed booking, they will be asked to wait to one side while all booked OSHC children are accounted for.
- The child will wait at OSHC until contact is made with the parent and arrangements made.
- If no contact can be made, the child will then be signed into the care of OSHC by Nominated Supervisor/Responsible Person on duty. If ratio is compromised due to the addition of the child, contact your Operations Manager or the Director for advice.
- If the child is found to be expected at another school site destination, an OSHC employee will escort the child to that destination and make sure they are safe before leaving them. To adhere to ratios, the OSHC employee may need to take additional children with them.
- If the parent/guardian advises that the child was supposed to walk home, written confirmation must be given before the child is allowed to leave the service.

**A child has not presented for sign in within 15 minutes of the bell ringing**



## 4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

## 5. ENQUIRIES

Catholic Early Learning and Care Executive Director - [admin@cclc.catholic.org.au](mailto:admin@cclc.catholic.org.au)

## 6. SEE ALSO

- Arrivals & Departures
- Child arrives at OSHC without a booking

## 7. APPROVAL

Anita Veivers  
Executive Director  
Centacare and Catholic Early Learning and Care

**Date: 13/06/2024**