



POLICY AND PROCEDURE

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| Document name: | Safe Arrivals of Children – St Augustine’s OSHC, Mossman |
| Review Dates: | December 2025 |
| Review Cycle: | 1 year |
| Approved By: | CELIC Director |
| Approval Date: | December 2024 |

SAFE ARRIVALS OF CHILDREN TO ST AUGUSTINE’S OSHC, MOSSMAN

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to the safe arrival of children during travel between the school setting and outside school hours care setting. We have detailed processes, procedures and practices in this regard and ensure that all educators and OSHC staff implement them. Educators’ responsibility for the children begins when the child enters the premises and is signed in by service staff. Responsibility ends when the child is signed out by the authorised person.

CELIC will ensure that appropriate measures are in place to protect children from harm or hazard, including the time children are transitioning to and from the service and in line with Education and Care Services National Regulations, 2011.

2. APPLICATION

This procedure applies to the Catholic Early Learning and Care Service in Mossman, where primary-school aged children from St Augustine’s School, Mossman State School and Miallo State School may enrol in the service.

3. PROCEDURE

All procedures are the same as those outlined in the CELIC **Arrivals and Departures Policy and Procedure** with the below provisions considered due to Mossman State and Miallo State Schools being located off site.

CELIC Management and the Nominated Supervisor/Responsible Person on Duty will:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met
- take reasonable steps to ensure all staff, educators, visitors, families, children follow this policy and related procedure
- ensure that policy and procedures are readily accessible
- clearly communicate any updates to the policy to educators and families
- notify families at least 14 days in advance of any changes to policy or procedures - as per regulations
- conduct and develop a procedure to clearly outline roles, responsibilities and obligations for educators, families and the school when children are travelling between services
- conduct and develop a Safe Arrivals of Children Risk Assessment specific to St Augustine’s OSHC to identify risks or hazards that may pose a risk to children’s health, safety or wellbeing as they travel between our OSHC service and schools

- review the risk assessment annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised
- provide ongoing training and information to Nominated Supervisors and educators to ensure they can fulfil their roles and provide a child safe environment for all children and young people
- advise families to inform the OSHC service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware
- ensure educators are provided with an induction on the correct procedures and their responsibilities in implementing the Safe Arrivals of Children Policy and Procedure and Risk Assessment
- ensure the service keeps accurate attendance records including:
 - reminding parents to keep enrolment records up to date for all children, including authorisations and emergency contacts
 - the time and date children arrive at OSHC via sign in on OWNA

Educators will:

- be aware of and implement actions in the Safe Arrivals of Children Risk Assessment identify and manage potential risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between school and OSHC
- implement procedures for the safe handover of children between school and OSHC and ensure they are documented correctly
- ensure they follow the Arrivals and Departure of Children Policy and Procedures and Safe Arrivals of Children Policy
- ensure they follow procedures for children absent, missing or who abscond

Families will

- be aware of and follow the services Arrival and Departure Policy and Safe Arrivals of Children Policy and accompanying Risk Assessment
- plan directly with Mossman State School and Miallo State School for safe travel arrangements of their children to OSHC
- communicate any changes in routine and activities to the service that may affect the children's safe arrival or departure as soon as they are aware
- be responsible for marking absences in OWNA prior to session commencement
- remain up to date with the service's practices related to the travel of children to and from school and OSHC
- sign their child in and out of the OSHC as required
- provide emergency contact details and phone numbers upon enrolment and keep them updated as required
- provide the service up to date information of Authorised Nominees by completing the form in OWNA

St Augustine's School - Arrivals

- St Augustine's School bell sounds at 2.50pm
- Children are expected to present at OSHC for sign in prior to 3.05pm

Mossman State School - Arrivals

- Mossman State School staff will gather children who are attending OSHC at their specified designated meeting point and be responsible for walking the children to St Augustine's OSHC.
- The walking bus is expected to arrive at St Augustine's OSHC between 3:15-3:30pm
- If the walking bus has not arrived by 3:30pm, the Responsible Person on Duty (RP) will contact the school administration to check in on their whereabouts
- On arrival, children will be signed into OSHC by the service Responsible Person on Duty (RP).
- Any relevant information pertaining to the children will be exchanged between the 'walking bus' escort and the RP and recorded in OWNA if necessary.

- Children will join St Augustine's children in activities.

Miallo State School – Arrivals

- Children are expected to arrive at St Augustine's OSHC by 3:45pm
- If the bus has not arrived by 4:00pm, the Responsible Person on Duty (RP) will contact the bus company via the details supplied by the parents to the services upon enrolment of their children
- The children will be greeted at the bus stop by a St Augustine's OSHC educator and escorted to the service for sign in by the Responsible Person on Duty (RP)

After School Care – should a child not arrive (all schools)

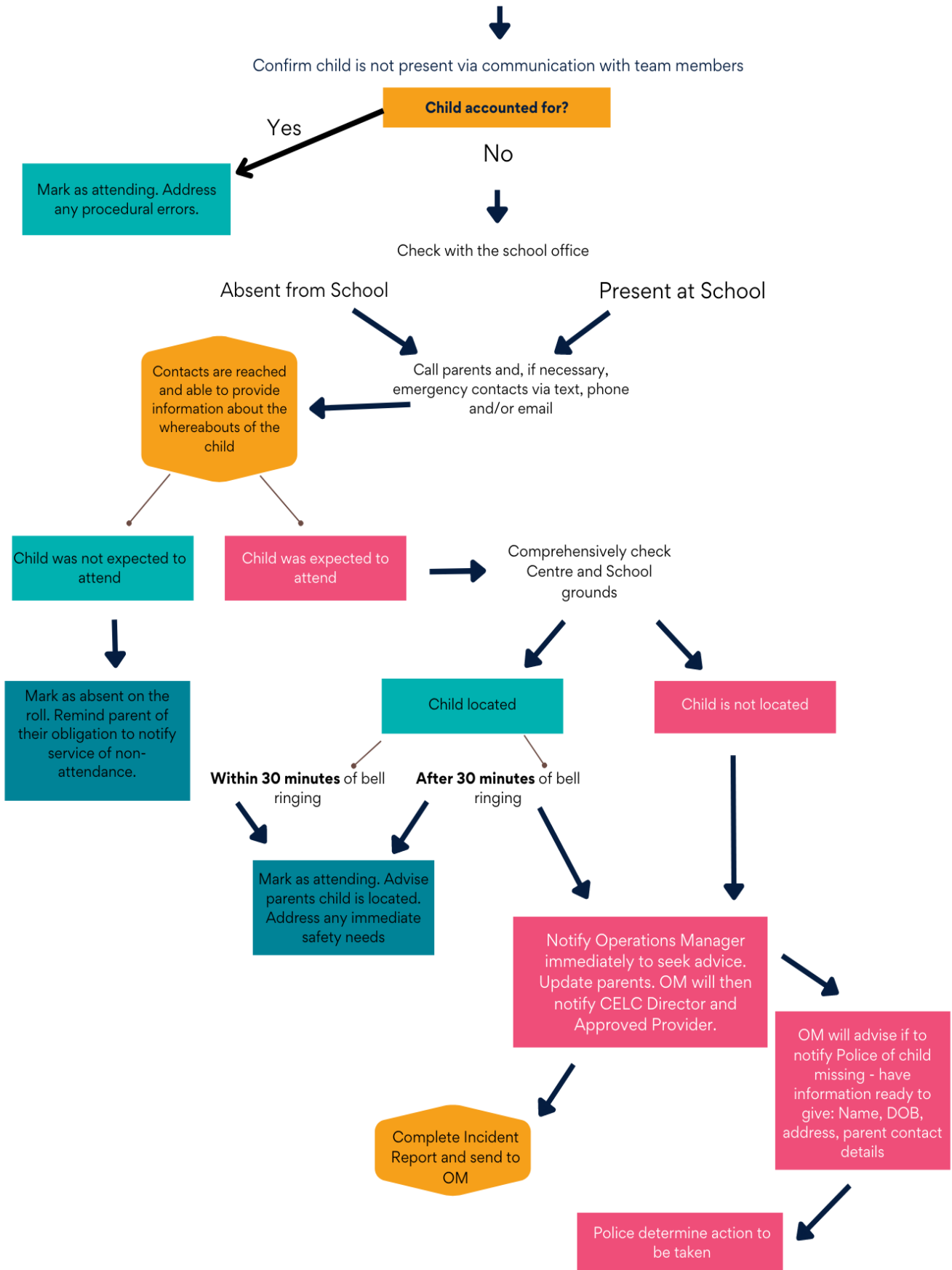
- If a child expected to arrive does not, the service will:
 - call/text parents/emergency contacts
 - call school admin to check if the child was in attendance at school
 - follow **Arrival and Accountability Flowchart (Page 3)** if the child cannot be located/accounted for the Nominated Supervisor 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 the Responsible Person on Duty (RP). If ratio is compromised due to the addition of the child, contact your Operations Manager or the Director for advice.

Arrival and Accountability Flowchart -

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

6. SEE ALSO

- Arrivals & Departures
- Safe Arrivals of Children Risk Assessment
- Child arrives at OSHC without a booking

7. APPROVAL



Alison Forster
Director, Catholic Early Learning and Care

Date: 5/12/2024