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POLICY AND PROCEDURE

Document name:	Safe Arrival of Children St Joseph's Parish School, Weipa OSHC
Review Dates:	January 2026
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Approved By:	Director
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SAFE 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 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.

CELC 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 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 those outlined in the **CELC Arrivals and Departures Policy and Procedure** – with the below provisions considered due to Western Cape College being located off site.

CELC 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 copies of the policy and procedures are readily available and accessible
- 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 people0advise 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 Western Cape College Primary 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 Joseph's Parish School – Arrivals

- St Joseph's Parish School bell sounds at 2.55pm
- Children are expected to present at OSHC for sign in prior to 3.10pm

Western Cape college - 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 Western Cape College info@westerncapecollege.eq.edu.au and absences@westerncapecollege.edu.au PH 40906444
- Western Cape College will refer all parents who notify them of their child's absence at OSHC to St Joseph's OSHC
- 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
- The walking bus is expected to arrive at St Joseph's OSHC between 2:45-3pm

If the walking bus has not arrived by 3pm, 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. 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 tuck-shop window, and children will sit on the silver bench seats outside the tuckshop.
- Once the St Joseph's school bell rings at 2:55pm, children from St Joseph's School will be signed in near the tuck-shop 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 (all schools)

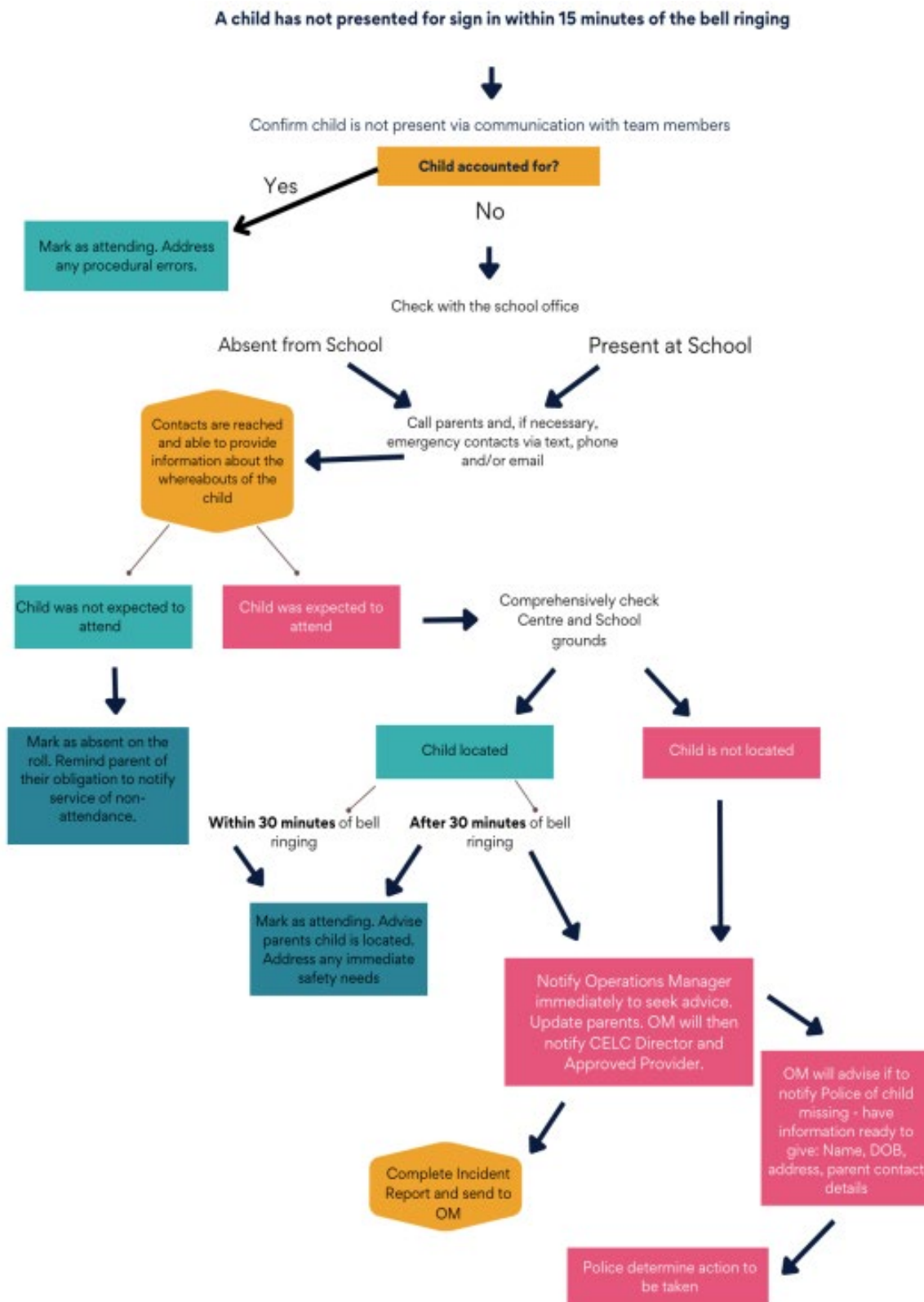
If a child expected to arrive does not, the service will:

- call/text parents/emergency contacts
- call school admin to check if the child was in attendance at school
- follow **Arrival and Accountability Flowchart (Page 4)** 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 -



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@ccelec.catholic.org.au

6. SEE ALSO

Policy and Procedures

- Arrivals & Departures
- Child Protection
- Enrolment
- Incident, Injury, Trauma and Illness
- Responsible Persons
- Administration of First Aid

Education and Care Services National Law and Regulations

- National Law - 165, 167, 175
- National Regulations – 86, 99, 102AAB, 102AAC, 122, 123, 158, 161, 168, 170, 171, 172

7. APPROVAL



Alison Forster
Director
Catholic Early Learning and Care

Date: January 2025