

OSHC LATE AND NON-COLLECTION OF CHILDREN POLICY

es

RATIONALE

Princes Hill OSHC is committed to ensuring the safe collection of children from its program. PHPS OSHC is also committed to providing a financially sustainable program and imposes a late collection fee to recoup the additional costs incurred due to the late collection of children.

PURPOSE

The OSHC program operating hours are from 7.30am to 8.45am and 3.30pm to 6.00pm Monday to Friday during school term. When parents are late or do not arrive to collect children, the role of OSHC is to protect the child's feelings of security and self-worth while also ensuring staff safety and welfare.

The OSHC program rosters a minimum of two qualified staff, one of whom must be a Certified Supervisor and familiar with all policies and procedures, to remain in attendance whenever children remain on the OSHC premises after closing time. In addition, it is a requirement of the National Regulations that there be on the premises at all times:

- a) At least one staff member who holds a first aid qualification;
- b) At least one staff member who has undertaken anaphylaxis management training; and
- c) At least one staff member who has undertaken approved emergency asthma training.

When delayed beyond normal working hours, staff must receive additional pay to comply with state award conditions. To cover costs and to compensate for inconvenience to staff, the OSHC program imposes penalties on parents if they collect their child after 6.00pm.

GUIDING PRINCIPLES

Responsibilities of parents

1. It is the responsibility of parents to arrive at OSHC by **6.00pm**.
2. If parents are unavoidably delayed beyond 6.00pm, **it is their responsibility to contact** PHPS OSHC and to let staff know when they will be arriving, or to advise alternative arrangements e.g. an Authorised Nominee to collect the child.

Procedure upon late or non-collection of children

3. If the Parent / Authorised Nominee has not contacted OSHC and fails to collect their child by 6.00pm, the procedure for staff on duty at closing time is as follows:
 - a) Two staff, including a Certified supervisor, must remain on the premises with any child until an authorised adult collects the child.
 - b) At 6.05pm, staff will contact the parent/s if the program has not been notified of lateness. The child may well be able to indicate if something

- c) **At 6.15pm**, staff will call the Authorised Nominee if the parent cannot be contacted.
4. Staff should never release a child into the care of another adult without the consent of the parent. This includes offers of other parents to take a child home with them unless the child's parent has provided consent.
5. Staff should never take, or drive, children to their home or to the home of the children.
6. Staff must sign the late book when the Parent / Authorised Nominee arrives, noting the time of collection.
7. Staff must ensure the Parent / Authorised Nominee signs the Late Book on arrival.
8. The PHPS OSHC Manager will issue an appropriate late pick-up fee (see below).
9. If staff are unable to contact the Parent / Authorised Nominee by **6.30pm**, the **Certified Supervisor** will:
- a) Contact the **Department of Health & Human Services (Child Protection)** for direction (Child protection contacts are business hours 1300 664 977 & after hours 131278) and provide the name, date of birth and address of the child; the names of the parents/carers and their contact numbers plus any other relevant information regarding the child and their family.
 - b) Wait with the child at the school until the DHHS Child Protection Social Worker arrives. The Duty Social Worker will make arrangements for the child until the parent(s)/carer(s) can be traced.
 - c) Inform the Principal or Assistant Principal.
 - d) Complete an Incident Report.

Late Pick-Up Fees

10. **Parents** will be charged \$25 per 5 minutes, or part thereof, for the late collection of children after 6.00pm.

Continued Late Pick-Up

11. If late pick up occurs **three times in a calendar year**, the **School Council President** will send a letter/email to the family, reminding them of the OSHC Late and Non Collection of Children Policy.

12. If a **fourth late pick-up** is recorded in a calendar year, the family will be asked to meet with the **School Council President** and the **PHPS OSHC Nominated Supervisor** where a possible termination of their child's OSHC enrolment may occur, as the family is in breach of their enrolment contract.

Communication

13. Families are informed on enrolment of the OSHC Late and Non Collection of Children Policy and Procedure and that a late fee applies if they fail to comply. Parents must sign that they understand and will abide by the late OSHC Late and Non Collection of Children Policy.

DEFINITIONS

Parent includes a guardian of the child and a person with parental responsibility for the child under a decision or court order.

Parental responsibility is a term defined under section 61C of the Family Law Act 1975, which means “all duties, powers, responsibilities and authority which, by law, parents have in relation to their children.”

Authorised Nominee means a person who has been given permission by a parent or family member to collect the child from the education and care service or the family day care educator. (Section 170(5) of the Education and Care Services National Law Act 2010).

Staff means qualified employees of the Princes Hill Primary School (PHPS) Out of School Hours Care (OSHC) program who are responsible for the care of a child.

REVIEW

This policy will be reviewed at the end of 2017.