



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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Outside School Hours Care – Dropping Off and Picking Up Policy

RATIONALE

The safety of the children attending the Outside School Hours Care program is paramount. Parents are required to provide details of authorised persons to ensure that children are not released into the care of any person other than those nominated on the enrolment form.

AIM

To ensure OSHC children are dropped off and picked up safely and only authorised adults have access to the children.

IMPLEMENTATION

These procedures apply to program staff, parents and authorised individuals.

- Parents are to provide details of people authorised by the parent/guardian to pick up the children from OSHC. These details are recorded on the enrolment form and are to be accessible to program staff.
- Only authorised people are able to collect children from OSHC.
- People authorised to collect children must be over 18 years of age.
- If at any time the parent/guardian requires an unauthorised person to collect children, they must notify the program staff in writing and introduce the person to the program staff.
- Under no circumstances shall a child be released from the program without being signed out by an authorised person.
- A program staff member cannot be authorised to sign children into before school care or out of after school care.
- The authorised person is required to sign the attendance record when dropping the children off at before school care and when picking up from after school care.
- Should a person other than those authorised seek to collect a child the program staff shall:
 - Advise that the child cannot be released until contact is made with the parent/guardian and verbal permission for release is obtained.
 - If parents give verbal permission to release a child from the program, the supervisor is to diarise and sign the entry and the assistant is to counter sign the entry. The parent/guardian should sign this entry on the next day of care.
- If contact cannot be made or permission is refused, the program staff shall make every effort to diffuse or resolve the situation.
- If the situation becomes aggressive or dangerous to the children and or staff:
 - And no court order is held, the child should be released.
 - If a court order is held, police should be contacted.
 - Contact the school principal or assistant principal.

REFERENCES

Quality Practices guide
Enrolment form
Outside School Hours National Standards, 4.3.

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, November 2018.

Signed.....

School Council President

Signed.....

Principal