

DSM OSHC Policy

Delivery and Collection of Children Policy

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Statement

The DSM OSHC service (the service) is governed by the Board of Deutsche Schule Melbourne. The service shares the vision and philosophy to help students realise their own potential and become creative and confident participants in the global community. It caters for children from diverse cultural and linguistic backgrounds.

Rationale

OSHC DSM is committed to meet the needs of parents and children in the community. For all children's well-being and safety, the service has developed procedures to ensure the safe release of children to and from the service.

National Quality Standards (NQS):

Quality Area 2: Children's Health and Safety		
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Quality Area 6: Collaborative partnerships with families and communities		
Standard 6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard 6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.

PROCEDURES

Hours of operation

The service operates at Before and After School Care hours on a Monday to Friday, except for Public Holidays and School Holidays, to meet the school community's needs.

Hours of operation may be reviewed in relation to community needs and available resources.

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Duty of Care

OSHC DSM duty of care for the children begins when the child enters the premises and is signed in by the authorised person. The duty of care ceases when the parent or authorised person signs the child out. OSHC DSM will not permit a child to sign themselves in or out of the service and may, at any time, decline this type of request from a parent/guardian. (See Acceptance and Refusal of Authorisation Policy).

Educators' Role

- All children will be signed in and out either electronically or by written signature by an authorised person/s, with the time delivered and collected recorded each day. Educators are permitted to sign children in or out of the program if a parent/guardian/authorised person cannot, only in the case of emergency or during an arrangement surrounding an extra-curricular activity held at the school in which the service is located. The parent/guardian will then be asked to co-sign this on their next booked day of attendance.
- Educators will refer to FullyBooked in relation to who is authorised to collect a child and will request photo ID for those persons that educators have not met before children are permitted to leave the program.
- Educators cannot release a child to a person who is not listed as an authorised person or nominee on the child's enrolment record. If an unauthorised person arrives to collect a child from a program, educators will immediately contact the child's parent/guardian.

Children

- Children will not be released to any person visibly affected by drugs/alcohol.
- Children will not be accepted into the service before the official opening hours.
- If a child is collected late (after the closing hours of the service) on more than one occasion, DSM OSHC Educators/Nominated Supervisor may speak with the parent/guardian to remind them of the approved operating hours. Bookings may be cancelled/denied if the child is collected late after this discussion.
- Children will work with the Educators to outline the process so that all children are clear on their movements to coming to after school care as soon as the school day ends.
- Children, where required, will meet with educators at a meeting point in the school on the sportsground and walk together into after school care. They will put on brightly coloured vests to be identified as OSHC students.
- Children will be unable to sign themselves in or out of the service.
- Children will walk together with the Responsible Person after the before-school session to the sportsground. There will be a supervising teacher for these students. If "Lernzeit" takes place, the students will then go to their classrooms with the other students who are coming in through the sportsground gate.

The Environment

- Inside and outside areas will be accessible to children to be able to enter freely and interact with Educators.
- The service will ensure that the iPad is accessible to sign children in and out of the service.

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School and Family/Community

- Authorised persons include;
 - › Parents/Guardians (except where a parent/guardian is prohibited by court order from having contact with the child),
 - › Authorised nominees named in the enrolment or booking form on FullyBooked and;
 - › Any person nominated by a custodial parent/guardian or authorised nominee named on the enrolment form or where written consent has been received.
 - › Children may also be released into the care of a person because of an emergency or when the child requires medical, hospital or ambulance care (R99, R 161).
- It is the responsibility of parents/guardians to complete their child/ren's enrolment or booking form to ensure that the appropriately authorised nominees who may collect their child/ren are listed accordingly on the enrolment form.
- It is the responsibility of parents/guardians to ensure that the service is made aware of any court orders or parenting orders in place regarding contact with the child. When these orders exist, the service will not honour the booking unless the full court orders or parenting orders are received before the child's attendance. OSHC DSM cannot accept court/parenting orders where portions are removed, omitted or blacked out.

Created, June 2020

Revised, May 2022

DSM Internal Use

Version and Approval

Status:	approved
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Approver:	Board / 15.06.2022
Owner:	Christina Remshardt & Su Ann Soon
Next Review:	2 years after last publishing date
Classification:	Student Wellbeing

Related Policies & Documents

Care, Safety and Welfare of Students:

DSM OSHC Administration of First Aid Policy

DSM OSHC Administration of Medication Policy

DSM OSHC Child Safe Code of Conduct Policy

DSM OSHC Child Safe Policy

DSM OSHC Medical Conditions Policy

DSM OSHC Parent Code of Conduct

DSM Privacy Policy

DSM OSHC Reportable Conduct Policy

DSM OSHC Staff Code of Conduct Policy

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DSM OSHC Supervision Policy