



Wesley Out of School Hours Care Policy

Delivery and Collection

1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) is committed to the safe arrival of children during transitions to and from OOSH and school that ensures children's health, safety and wellbeing.

2. Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

National Quality Standard

QA2	2.2	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
QA7	7.1.2	Systems are in place to manage risk and enable the effective management and operations of a quality service

National Law (s) and National Regulations (r)

r99	Children leaving the education and care service premises
r168	Education and care service must have policies and procedures
s165	Offence to inadequately supervise children
s167	Offence relating to protection of children from harm and hazards

My Time, Our Place

LO1	Children feel safe, secure, and supported
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3. Policy statement

Wesley OOSH will adhere to clear procedures regarding the delivery, collection and transition of children between OOSH and school, ensuring that families understand their requirements and responsibilities and accounting for the whereabouts of children at all times whilst in the service's care. These procedures are outlined in the Delivery and Collection Procedure.

4. Principles

Wesley OOSH aims to safeguard the health, safety and wellbeing of the children attending our service during times of arrival, departure and transitioning between OOSH and school.

5. Responsibility and policy owner

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care staff shall adhere to this policy.



6. Consultation & Approval

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Managers/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.