



Wesley Out of School Hours Care Policy Delivery and Collection

1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will ensure that children arrive at and leave the service in a manner that safeguards their 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)

r84	Awareness of child protection law
r99	Children leaving the education and care service premises
r158	Children's attendance record to be kept by approved provider
r177	Prescribed enrolment and other documents to be kept by approved provider
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 and collection of children, 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 Out of School Hours Care aims to safeguard the health, safety and wellbeing of the children attending our service during times of arrival and departure.



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 the Program Manager, Wesley OOSH, Senior Coordinator, Wesley OOSH, Area Coordinator/s, Wesley OOSH, Centre Coordinator/s, Wesley OOSH & the Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

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