



OOSH delivery and collection of children procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 99 Regulation 158	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent
Pre-reading and reference documents		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • reflecting on how this procedure is informed by relevant recognised authorities • planning and discussing ways to engage with families and communities, including how changes are communicated 	

	<ul style="list-style-type: none"> developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure's review are documented.
Procedure	
authorisations	<p>Any Edgeworth Public School Preschool child enrolled in Cameron Park Active OOSH and Edgeworth Fair Play OOSH will be subject to the following additional delivery and collection procedures.</p> <ul style="list-style-type: none"> Parents must complete a permission form allowing Cameron Park Active OOSH and Edgeworth Fair Play OOSH educators to deliver and collect their child to and from Edgeworth Public School Preschool. Parents must indicate on this form, the days, and times that their child will be attending OSH. Any changes to these times must be communicated to the preschool educators. Cameron Park Active OOSH and Edgeworth Fair Play OOSH will need to provide the following information to Edgeworth Public Preschool at the commencement of the school year and when any changes occur. <ul style="list-style-type: none"> OOSH staff information (names and photo of educators that will be delivering and collecting children) Copy of parent consent forms for collection from preschool for each child. List of children attending OOSH specifying days attending.
Delivery to preschool	<ul style="list-style-type: none"> Any child/ren attending Cameron Park Active OOSH and Edgeworth Fair Play OOSH in the morning must be brought to preschool by an OSH Club educator. The educator must bring the child/ren into the preschool, hand them over to a preschool educator and sign the child/ren in on the official delivery and collection register at the front door. The OSH Club educator must note the time of arrival and record 'OSH & their own name' in the sign in section.

<p>Collection from preschool</p>	<ul style="list-style-type: none"> • Children attending Cameron Park Active OOSH and Edgeworth Fair Play OOSH in the afternoon, must be collected from the preschool by an OSH Club educator. The OSH educator must sign the child/ren out on the official delivery and collection register, and record 'OSH & their own name' on this register. A preschool educator must hand over the child/ren, providing any relevant information about the child and/or their day. • Preschool children must have their hats on their heads before OSH Club educators arrive. • Photos of OOSH staff are displayed in the preschool office.
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<p>Record of procedure's review</p>
<p>Date of review and who was involved</p>
<p>January 2022 Claire callinan</p>
<p>Key changes made and reason/s why</p>
<p>No changes</p>
<p>Record of communication of significant changes to relevant stakeholders</p>
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