



# Purpose

This policy will provide a framework for:

* the development of specific emergency and evacuation procedures, practices and guidelines at Delacombe Outside of School Hours Care
* raising the awareness of everyone attending Delacombe Outside of School Hours Care about potential emergency situations and appropriate responses.

**POLICY STATEMENT**

1. **VALUES**

Delacombe Outside of School Hours Care is committed to:

* providing a safe environment for all children, staff and persons participating in programs at Delacombe Outside of School Hours Care
* having a plan to manage emergency situations in a way that reduces risk to those present on the premises
* ensuring effective procedures are in place to manage emergency incidents at the service
* ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service.

## Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, Educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Delacombe Outside of School Hours Care, including during offsite excursions and activities.

## Background and legislation

#### Background

The Education and Care Services National Regulations 2011 define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises e.g. flood, fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery.

Services are required to have policies and procedures in place detailing what needs to be done in an emergency, including an emergency and evacuation floor plan. These policies and procedures must be based on a risk assessment that identifies potential emergencies relevant to the service (Regulation 97).

Out of School Hours Care services have a duty of care to the children, staff, volunteers, students, visitors and all attending the facility. It is also a requirement under the Occupational Health and Safety Act 2004 that employers provide a healthy and safe environment for all persons who access the service’s facilities and/or programs.

All services in Victoria are required to have an Emergency Management Plan (EMP) as part of their everyday ‘best practice’ operations. All education and care services listed on the Department of Education and Training’s Bushfire At-Risk Register (BARR) are required as a condition of their service approval to submit their EMP to their regional office. The Department provides Emergency Management Plan Guidelines and an Emergency Management Plan template to assist services develop and review their EMP (refer to Sources below for the link). All services must complete the required sections of the plan and lodge it with the relevant DET regional office. A copy should also be attached to this policy.

**Legislation and standards**

Relevant legislation and standards include but are not limited to:

* Education and Care Services National Law Act 2010
* Education and Care Services National Regulations 2011: Regulations 97, 98, 168(2)(e) ·
* National Quality Standard, Quality Area 2: Children’s Health and Safety
	+ Standard 2.3: Each child is protected
	+ Element 2.3.3 – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented · Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

* Victorian Legislation – Victorian Law Today: http://www.legislation.vic.gov.au/ ·
* Commonwealth Legislation – ComLaw: http://www.comlaw.gov.au/

## Definitions

The terms defined in this section relate specifically to this policy.

**Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

**Country Fire Authority (CFA):** CFA respond to a variety of fire and emergency incidents. They are also involved in a range of other activities including:

* fire safety building inspections
* delivering community awareness, education and safety programs
* post-incident analysis and fire investigation
* fire prevention planning and land use planning at a municipal level.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Emergency:** Includes any situation or event that poses an imminent or severe risk to the persons at the education and care service premises e.g. flood, fire or a situation that requires the service premises to be locked down (National Regulations, page 5).

**Emergency Management Plan (EMP):** A written set of instructions to assist the Approved Provider, Nominated Supervisor, educators and staff to deal with incidents or situations that could pose a threat to life, health or property. Emergency Management Plan Guidelines and an Emergency Management Plan template are available on the DET website (refer to Sources below).

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

**Incident, Injury, Trauma and Illness Record**: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

* name and age of the child
* circumstances leading to the incident, injury, trauma or illness (including any symptoms)
* time and date
* details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
* details of any witnesses
* names of any person the service notified or attempted to notify, and the time and date of this
* signature of the person making the entry, and time and date of this.

These details must be kept for the period of time specified in Regulation 183. A sample Incident, Injury, Trauma and Illness Record is available on the ACECQA website.

**Mandatory closure**: When services identified as being at high bushfire risk are directed by DET to close on days declared a Code Red Fire Danger Rating day.

**Metropolitan Fire Brigade (MFB):** provide a fire and rescue service and are the first to respond to specific medical emergencies. The MFB aims to reduce the incidence and impact of fire and other emergencies on the community. This is achieved through the delivery of educational strategies that assist the community to become more self-reliant, including:

* fire safety building inspections, and checking fire fighting equipment
* delivering community awareness, education and safety programs.

**Notifiable incident**: An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the Guide to Incident Notification on the WorkSafe Victoria website: www.worksafe.vic.gov.au

**Risk management**: A structured approach to managing uncertainty related to a threat; a sequence of activities including the identification, assessment and prioritisation of risks followed by co-ordinated and economical application of resources to minimise, monitor and control the probability and/or impact of those risks.

**Serious incident**: An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Record (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (DET) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

**State Emergency Service (SES):** Volunteer-based organisation responding to emergencies and working to ensure the safety of communities around Victoria.

**State of emergency**: A situation in which the government is granted special powers, by constitutional or legal provision, to deal with a perceived threat to law and order, or public safety.

**WorkSafe Victoria**: The manager of Victoria’s workplace safety system. WorkSafe Victoria’s responsibilities are to:

* help avoid workplace injuries occurring
* enforce Victoria’s occupational health and safety laws
* provide reasonably priced workplace injury insurance for employers.

# 5 sources

* Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)
* Department of Education and Training, Emergency Management Plan Guidelines and Emergency Management Plan: http://www.education.vic.gov.au/childhood/providers/support/Pages/emergency.aspx
* Metropolitan Fire Brigade: www.mfb.vic.gov.au
* Country Fire Authority: www.cfa.vic.gov.au
* State Emergency Service: www.ses.vic.gov.au
* WorkSafe Victoria: www.worksafe.vic.gov.au

# Procedures

#### The Approved Provider is responsible for:

#### completing the DET Emergency Management Plan (refer to Sources for the link), lodging this with the relevant DET regional office and attaching a copy to this policy

#### conducting a risk assessment to identify potential emergencies that the service may encounter (Regulation 97(2)) (refer to attached Emergency Management Plan)

#### developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a)) (refer to attached Emergency Management Plan)

#### appointing an Incident Management Team (IMT) to oversee safety at the service in the event of an emergency (refer to attached Emergency Management Plan)

#### developing an emergency and evacuation floor plan (Regulation 97(1)(b)) (refer to attached Emergency Management Plan)

#### ensuring that the emergency and evacuation procedures are rehearsed at least once each term (week 4) by all at the service (Regulation 97(3)(a))

#### ensuring that the rehearsals of the emergency and evacuation procedures are documented (Regulation 97(3)(b)) (refer to attached Emergency Management Plan)

#### ensuring that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (Regulation 97(4))

#### ensuring that those working at, or attending the service, have access to a phone or similar for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed

#### identifying potential onsite hazards and taking action to manage and minimise risk (refer to attached Emergency Management Plan)

#### ensuring all infrastructure and service equipment are regularly checked for condition and maintenance, including emergency exit lighting

#### ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted

#### ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler systems and alarm or duress systems

#### providing a fully-equipped portable first aid kit (refer to Administration of First Aid Policy)

#### developing a regular training schedule for staff to ensure that they are able to deal with emergency situations e.g. first aid, emergency management and OHS training

#### regularly reviewing, evaluating and updating emergency management plans, manuals and procedures (at least annually or following an emergency incident)

#### developing procedures to debrief staff following emergency incidents

#### conducting spot checks of documentation and practices to ensure all requirements of this policy are being complied with

#### notifying DET in writing within 24 hours of a serious incident (refer to Definitions)

#### completing the Incident, Injury, Trauma and Illness Record (refer to Definitions) where required

#### notifying DET within 7 days of an incident that required the service to be closed, or a circumstance that posed a significant risk to the health, safety or wellbeing of a child attending the service (National Law: Section 174(2)(c); Regulations: 175(2)(b)&(c), 176)

#### reporting notifiable incidents (refer to Definitions) in the workplace to WorkSafe Victoria

#### engaging with the Metropolitan Fire Brigade and/or Country Fire Authority regarding fire safety awareness and training for the service, including demonstrations of fire equipment, basic fire safety, smoke alarm, fire blankets and escape plans

* identifying staff and children requiring additional assistance in the event of an emergency (refer to attached Emergency Management Plan)
* ensuring that emergency contact details are provided on each child’s enrolment form and that these are kept up to date
* ensuring that an attendance record (refer to Definitions) is maintained to account for all children attending the service
* keeping a written record of all visitors to the service, including time of arrival and departure
* ensuring all staff, parents/guardians, children, volunteers and students on placement understand the procedures to follow in the event of an emergency
* ensuring there are induction procedures in place to inform new staff, including casual or relief staff, of the emergency and evacuation policy and procedures
* ensuring all staff, parents/guardians, children, volunteers, students on placement and others attending the service are accounted for in the event of an evacuation
* developing procedures to deal with loss of critical functions, such as power/water shut off.

#### The Nominated Supervisor is responsible for:

* ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contract staff and relief staff are briefed and aware of the procedures
* ensuring that children are adequately supervised at all times and protected from hazards and harm (refer to Supervision of Children Policy)
* ensuring that the Emergency Management Plan (attached) is followed in the event of an emergency
* testing alarms and communication systems regularly, such as on a monthly basis
* informing the Approved Provider of any serious or notifiable incidents (refer to Definitions) that must be reported to DET or WorkSafe Victoria.

**All Educators are responsible for:**

* implementing the procedures and responsibilities in this policy and the service’s Emergency Management Plan (attached)
* supervising the children in their care and protecting them from hazards and harm (refer to Supervision of Children Policy)
* providing support to children before, during and after emergencies
* checking that the attendance record (refer to Definitions) is completed at the beginning and end of each session
* checking that the emergency evacuation procedure is displayed in prominent positions and that all attending the service are made aware of these (refer to attached Emergency Management Plan)
* rehearsing emergency evacuation procedures with the children at least once each term (week 4) and ensuring that these are documented (refer to attached Emergency Management Plan)
* providing feedback regarding the effectiveness of emergency and evacuation procedures to inform policy, procedures and manuals etc.
* completing the Incident, Injury, Trauma and Illness Record, as required
* informing the Approved Provider about any serious incidents or notifiable incidents (refer to Definitions) at the service
* attending first aid, emergency management and OHS training, as required
* communicating with parents about emergency procedures
* raising children’s awareness about potential emergency situations and appropriate responses

**Parents/guardians are responsible for:**

* familiarising themselves with the service’s emergency and evacuation policy and procedures and the service’s Emergency Management Plan (attached)
* ensuring they complete the attendance record (refer to Definitions) on delivery and collection of their children (refer to Delivery and Collection of Children Policy)
* providing emergency contact details on their child’s enrolment form and ensuring that this is kept up to date
* reinforcing the service’s emergency and evacuation procedures with their child
* following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

# Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

* review the policy to determine whether it adequately addresses a range of potential emergency situations
* regularly seek feedback from everyone affected by the policy regarding its effectiveness particularly following an emergency
* assess the ability of the Nominated Supervisor, Certified Supervisor, Educators, staff, children and others to follow the policy and procedures in the event of an emergency
* review procedures, including evacuation procedures, to determine their effectiveness, including timing and processes
* use information gained from spot checks and the Incident, Injury, Trauma and Illness Record to inform proposed changes to this policy
* revise the policy and procedures as part of the service’s policy review cycle, or as required by legislation, research, policy and best practice
* consult with emergency services such as the MFB and CFA, to ensure the policy and procedures meet current best practices
* notify parents/guardians at least 14 days before making any change to this policy or its procedures

# Attachments

* Attachment 1: Emergency Management Plan

# Authorisation

This policy was adopted by the Approved Provider of Delacombe PS Outside of School Hours Care on 18/09/2019.

# Review date: august 2021

**Attachment 1**

**Authorisation Procedures**

These procedures are to be followed when a child is collected by an unauthorised person, including where a parent/guardian or authorised nominee telephones the service to notify that such a person will be collecting their child.

The Nominated Supervisor will:

* request that the parent/guardian or authorised nominee email or fax the authorisation if it is possible to do so, detailing the name, address and telephone number of the person who will be collecting the child
* accept a verbal authorisation if it is not possible for the parent/guardian or authorised nominee to provide authorisation via email or fax, provided the following procedure is followed:
	+ all details of the person collecting the child, including the name, address and telephone number of the person must be obtained
	+ two educators take the verbal authorisation message by speaking to the caller individually
	+ the verbal authorisation is documented and stored with the child’s enrolment record for follow-up
	+ photo identification is obtained to confirm the person’s identity on arrival at the service
	+ ensure that parents/guardians or authorised nominees follow up a verbal authorisation by completing an Authorisation Form (Attachment 2) when next at the service, or by adding details of the new authorised nominee to the child’s enrolment form
* ensure that fax or email authorisation is stored with the child’s enrolment record
* ensure the attendance record is completed prior to child leaving the service
* refuse to release a child where authorisation is not/cannot be provided by the parent/guardian or authorised nominee
* contact police if the safety of the child or service staff is threatened
* implement late collection procedures (refer to Attachment 4) if required
* notify the Approved Provider or Program Coordinator in the event that written authorisation is not provided for further follow-up.

# ATTACHMENT 2

**Authorisation Form**

To be used as a follow-up to a verbal/email/fax authorisation when the parent/guardian or authorised nominee is next at the service

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorised by telephone/email/fax (please circle)

for my child/ren (write name/s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be

collected from Base 1270 on ………………….. by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This was a one-off occasion and this person is not to be included on my child’s enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/guardian or authorised nominee)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form will be attached to the child’s enrolment form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorisation form**

To be used where the parent/guardian or authorised nominee is able to provide prior written authorisation

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorise

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to collect my child/ren (write name/s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

from Delacombe Primary School Outside of School Hours Care on …………………….

This will be a one-off occasion and this person is not to be included on my child’s enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/guardian or authorised nominee)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form will be attached to the child’s enrolment form.

**ATTACHMENT 3**

**Procedures to ensure safe collection of children**

Early childhood professionals have a duty of care not to endanger children at the service by knowingly placing them in a situation that could reasonably be expected to be dangerous, including releasing a child into the care of an inappropriate person (refer to Definitions).

Where an educator believes that the parents/guardians or authorised nominee may be ill, affected by alcohol or drugs, or not able to safely care for the child, the following procedures must be followed.

* Consult with the Program Coordinator or Nominated Supervisor, if possible.
* Advise the person collecting the child of their concerns and suggest contacting an alternative authorised nominee to collect the child.
* If the Program Coordinator or Nominated Supervisor fears for the safety of the child, themselves or other service staff at any time, contact the police immediately.
* Complete the Incident, Injury, Trauma and Illness Record and file with the child’s enrolment form.
* Inform the Program Coordinator and Approved Provider as soon as is practicable, and at least within 24 hours of the incident.
* Program Co-ordinator will Inform the Regulatory Authority (DET) within 24 hours of a serious incident occurring (refer to Definitions).

**ATTACHMENT 4**

**Procedures for late collection of children**

Where the parent/guardian or authorised nominee is 15 minutes late collecting their child and has not notified the service, the Nominated Supervisor is responsible for contacting parents/guardians or the authorised nominee to request collection.

Where the parent/guardian or authorised nominee is 30 minutes late collecting their child and has not notified the service, the Nominated Supervisor is responsible for:

* ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service
* continuing to contact parents/guardians or the authorised nominee to request collection, and if unable to contact them, continuing to contact them throughout the process
* informing the Program Co-ordinator

Where the parent/guardian or authorised nominee is 1 hour late collecting their child and has not notified the service, the Nominated Supervisor is responsible for:

* contacting the local police where the parents/guardians or authorised nominees are unable to be contacted
* notifying DET as soon as is practicable in the event that the parents/guardians or authorised nominees are not contactable

In all instances of late collection, the Program Coordinator will determine if a late collection fee is to be charged (refer to Fees Policy).

**ATTACHMENT 5**

**Procedures for delivery and collection of children by Child Care or School Staff**

I (parent/guardian name) ………………………………………………

request that an Authorised Nominee (listed below) collect my child

(child’s name)………………………………………………….. and walk with them

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I require the authorised nominee to sign the attendance book on my behalf to confirm my child’s attendance at the children’s service.

Details of authorised nominees who you as a parent authorise to collect and deliver your child.

An authorised nominee means a person who has been given permission by a parent or family member to collect the child from the education and care service (regulation 160).

Addition to enrolment records

|  |  |
| --- | --- |
| Name | Name |
| Address: | Address |
| Telephone: | Telephone: |
| Relationship to child: | Relationship to child: |
|  |  |
| Name | Name |
| Address: | Address: |
| Telephone: | Telephone: |
| Relationship to child: | Relationship to child: |

I understand that I accept all legal responsibility for this arrangement.

Signed (parent/guardian): ………………………………….

Date: ………………………………….

**ATTACHMENT 6**

**DASH Transport System**

**Parent Communication**

All families using Before and After School Care will be provided with a copy of the Transport Information Sheet.

**Transport Information Sheet**

As part of enrolment, Before and After School Care families with children enrolled at schools other than Delacombe PS are provided with a ‘Transport Information Sheet’. This informs parents of the transport scheme for this service. Once parents have read this, they sign that they understand the transport arrangement and it is returned to Delacombe PS along with all other enrolment information.

**Transport Procedures**

Bus List for the Run Collecting Students from Other Schools

The Bus List is an integral part of the Delacombe PS OSHC Transport Scheme. A Bus List is created each day and includes;

* Date
* The children booked into DASH requiring transport, separated into their schools
* Sign In and Out columns, including space for the signature of the Educator accompanying students on the bus run and the time

Note: The bus list for each day will be placed in a folder. That folder will include the following important information:

* The phone number and agreed drop off/pick up time for each school
* Contact details for Delacombe PS and the Program Coordinator

The Bus List is created by the program administrator on a given day, and is emailed to the bus company by midday.

At 2pm, the Nominated Supervisor cross-references the bus list with the booking system and makes any adjustments or additions.

The Bus Driver picks up an Educator and Bus Folder (which includes the day’s Bus List) on arrival at the venue at 3pm. They then make their way to the allocated schools and collect the children. As children are collected, they are signed onto the list by the Educator, and the time recorded.

On arrival at DASH, the Educator accompanying the bus run will sign them off the bus and then sign them into the program.

**Additional Procedure Points**

**If a child presents to the bus but is not booked in** – The Educator accompanying the bus run will contact DASH to make sure the child is not booked in. When confirmed they are not booked in, the child will be directed to the school office, where the school will follow their own procedures.

**If a child does not present to the bus, but they are on the Bus List** – The Educator accompanying the bus run will contact the school, who will put out a message for the child. The bus will not leave without the child, unless notified that the child was absent or has been collected by a family member.

In this circumstance, the Educator will inform the Nominated Supervisor, then move on to the next destination. After receiving notification, the Nominated Supervisor is responsible for contacting the family to confirm.

**Approved pick up/drop off times** – These are referenced in the Transport Information Sheet, as well as on the individual Bus Lists.

**Seating Positions** - No child is to sit in the front seat of the bus, unless all other seats are taken. In this case, only children 7 years or older may sit in the front.

**Storage of Bus Lists** - Completed bus lists are attached to attendance records and stored on site.

**ATTACHMENT 7**

**Procedures for Checking Buninyong PS Students into After School Care**

In the interests of child safety, we understand the importance of accounting for all Delacombe PS students as they transition from school to DASH. As such, students in DASH are encouraged to make their way promptly to DASH.

The Nominated Supervisor will allocate an Educator with the role of checking in students each session.

**Circumstances where a Student is Late to After School Care**

In circumstances where a Delacombe PS student has not arrived by 3:40pm, the Nominated Supervisor will contact the office to:

* Check if the missing child attended school that day.
* Ask for an announcement over the PA to ask the child to make their way to After School Care.

If the child then fails to arrive at Base 1270 by 3:45pm, the Nominated Supervisor will again call the office to ask for a second announcement and to involve the Principal or Assistant Principals in locating the child in question.

If it is determined that the child is not on school grounds, the parents will be contacted. The parents and school staff will then remain in contact until the child is located.

Where the child has not been located 1 hour after the end of the school day child, the Nominated Supervisor is responsible for:

* contacting the local police where the parents/guardians or authorised nominees are unable to be contacted
* notifying DET as soon as is practicable