



**BLACKWOOD PRIMARY**  
**OUT OF SCHOOL HOURS CARE**  
Seymour St., Eden Hills, S.A. 5050



Revised June, 2016

## **POLICY and PROCEDURES ON ACCESS TO THE SERVICE**

### **Policy Statement:**

Access for families and children to the Blackwood Primary School Out of School Hours Care and Vacation Care will be determined by the Blackwood Primary School Governing Council, in-line with the *Australian Government 'Priority of Access' Guidelines*.

### **Priority of Access**

Australian Government 'Priority of Access' Guidelines.

One of the main reasons the Australian Government funds child care is to meet the child care needs of Australian families. However the demand for child care sometimes exceeds supply in some locations.

When this happens, it is important for services to allocate places to those families with the greatest need for child care support.

The Australian Government has Priority of Access Guidelines for allocating places in these circumstances. These guidelines apply to centre-based Long Day Care, In Home Care, Family Day Care and Outside School Hours Care services. They set out the following three levels of priority, which child care services must follow when filling vacant places:

- Priority 1—a child at risk of serious abuse or neglect
- Priority 2—a child of a single parent who satisfies or of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999

Within these main categories, priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a person with a disability
- Children in families which include an individual whose adjusted taxable income does not
  - exceed the lower income threshold... or whose partner is on income support
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents.

Enrolments will be subject to Commonwealth Government Priority of Access Guidelines (Department of Families, Community Services and Indigenous Affairs (FaCSIA), Child Care Service Handbook 2007-2008 p 67-68).

### **Vacation Care**

Access will follow the Australian Government "Priority of Access" Guidelines giving preference to :

- Priority 1—a child at risk of serious abuse or neglect
- Priority 2—a child of a single parent who satisfies or of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999
- Families of the Blackwood Primary School Community will have the opportunity to book vacation care places one week prior to bookings becoming available to the general community.

### **Diversity and Inclusion**

Blackwood Primary Out of School Hours Care is an inclusive service catering for the needs and interests of children of different cultures, beliefs and values, genders and of children with disabilities and special needs.

Equal Opportunity principles will be observed in relation to access to the service for children, parents and staff. (See Equal Opportunity Policy)

### **Enrolment**

Enrolments will be accepted according to the Australian Government 'Priority of Access' Guidelines. An enrolment form must be completed by each family for each child. When a parent is not fluent in English, the enrolment interview will, wherever possible, be conducted in their first language. On enrolment, parents will be given a 'Blackwood Primary OSHC Family Handbook', advised about access to service policies and asked to complete the Enrolment Form.

If a place is not immediately available at the service, the child may be put on a waiting list. Details about priority of access, eligibility, and care needs will be required. Once on the waiting list, the family is asked to contact the service regularly to confirm that they wish to remain on the list. When a place becomes available, the family will be contacted by the director/assistant director and the enrolment may proceed.

Enrolment forms will be updated annually or when a family's circumstances change, to ensure information is current and correct. Enrolment information will be kept in a confidential file. Access to this information is available only to the director, staff, the enrolling parent and Australian Government Department Officers. It is the responsibility of a parent to notify the director of any changes to family circumstances.

## Children referred from school

Children not collected from school by 4:00 p.m. will be taken to the OSHC service providing the correct staff to child ratio is available. If the child has not been enrolled at BPOSHC, the school will supply the child's relevant health and contact details. The custodial parent will be liable for the fees incurred.

## Self-referred children

When a child who is not enrolled at OSHC arrives at the service, the Director/Assistant Director will refer the child to the school office before accepting the child providing staff: child ratio is available.

## Authorisation for collecting children

- The names and contact numbers of all people authorised to collect children from OSHC must be included on the enrolment form. Any changes to these must be advised in writing to the service by the custodial parent/guardian as soon as possible.
- If the custodial parent or authorised person arranges for an unauthorised person to collect their child from the service, they must contact the service to advise of this arrangement and confirm who will collect the child.
- If the service has not been notified and someone other than the custodial parent/guardian or authorised person arrives to collect the child, the director/assistant director will contact the custodial parent to get their authorisation. **Wherever possible, prior notification in writing should be provided by the parent.** The child will not be released until the custodial parent's authorisation has been obtained. If an authorised person is not known to the service, the custodial parent will be asked to provide a description of the person concerned, who will also be required to provide proof of their identity.

## Late collection

- Parents who are unable to collect their child by 6.00 pm must telephone the service to advise of their lateness and expected time of arrival. If a parent is unable to collect their child before closing time, they should arrange for another responsible adult to collect the child and advise the service of this arrangement.
- If the parent has not contacted the service and the child has not been collected 5 minutes after the closing time, the service will attempt to telephone

the parent or, if this is not possible, telephone the emergency contact people listed on the child's enrolment form to arrange for the child's immediate collection.

- If no-one can be contacted and the child has not been collected 60 minutes after the service's normal closing time, the local Police Station will be contacted and asked to take responsibility for the child. A notice about this will be posted on the service's entrance with the relevant telephone contact numbers.
- Alternatively if parents/emergency contacts are not contactable OSHC staff may phone Crisis Care on 131 611 for advice and assistance.
- Two staff members must remain at OSHC at all times. If a staff member is unable to stay late, another OSHC staff member or school staff member may be called in

## **Family contact**

- Staff will communicate with parents in a positive and supportive manner that encourages the parent/child relationship and the parent/staff relationship. Information about family issues and personal lives will be handled confidentially. Every effort will be made to treat both parents equally.
- Parents will have access to the director/ assistant director at any reasonable time, to discuss any concerns regarding their child. This may be on the spot, or by telephone or by appointment. Staff will not discuss with parents confidential information regarding any other child or family within the service.
- Parents may visit the service at any reasonable time while their child is in care.
- Where a child attending the service is not living with both parents, or where disputes arise or have arisen about the responsibility for the child, the following will apply:
  - Parent responsibility remains with both parents jointly and individually except where it is altered by a Court Order. In the absence of a Court Order the child will be released to either parent.
  - A Court Order may determine where the child will reside, which parent will have contact with the child and how this contact will happen, which parent

has maintenance liabilities for the child and which specific aspects of parental responsibility are given to one parent.

- Where a non-enrolling parent cites a Court Order giving himself or herself lawful access to the child, the Order needs to be produced for inspection by the director/assistant and a copy should be retained at the Service. The enrolling parent will be telephoned to be informed about the situation.
- The child will only be released into the care of the parent with Parental Responsibility.
- In the case of a parent arriving at OSHC in a visibly intoxicated or otherwise unfit state to drive, to collect a child, the person will be encouraged to contact another adult to drive them and the child home or the service will offer to call a taxi. If the unfit person insists on taking the child, the police may be informed. The OSHC Director will contact and inform the principal about the situation. Where human life is at risk, despite staff efforts, the police will be immediately informed.

## **Students and Visitors**

- The service will offer student placements to:
  - high school students who wish to gain work experience as part of their school program, if the school has initiated the placement and the students are studying early childhood, family or community or other relevant studies.
  - students attending child care, teacher, recreation, community or early childhood training with a registered training organisation.
- All placements will be negotiated through the director/OSHC committee. Students will be provided with clear guidelines in relation to their responsibilities and conduct while at the service
- Students are supplementary to staff requirements and will not be used to replace absent staff unless they are on the service's payroll as relief staff.
- Visitors may be invited into the service as part of the children's program. They could include: local people with skills, knowledge and experience from which the children will gain information or enjoyment, e.g. members of the Fire Brigade, Police Department, or medical or nursing profession.
- All other visitors to the service must make an appointment with the director.

- Any unwelcome visitor/person will be calmly asked to leave the service. Refusal to leave will necessitate the director calling the police for their removal. Staff will not at any time try to physically remove an unwelcome person.
- Professional access to the service will be at the discretion of the director or OSHC committee. If it involves the children, the parent's written consent will be required. The only exception to this would be for children at risk (see Mandatory Reporting policy).
- Professionals or officials who may require access include:
  - Union representatives; who have the right to access workplaces for the purposes of investigating whether industrial awards or agreements are being complied with. Such rights are usually found in the award or industrial agreement that applies to that workplace
  - Family and Community Services Officers-Children's Protection Act 1993 (SA) Section 19
  - police officers
  - DEEWR representatives
  - OH&S inspectors - Occupational Health Safety and Welfare Act 1986 (SA) section 38 Worksafe SA
  - Department of Education and Children's Services project officers and district coordinators
  - Officers of the Department of Families, Community Services and Indigenous Affairs (FaCSIA) and Family Assistance Office (FAO).
  - Staff from Inclusive Directions.

Blackwood Primary School Governing Council

(Revised June, 2016)