



DELIVERY AND COLLECTION OF CHILDREN POLICY/PROCEDURE

Policy Statement

We are committed to the safe delivery of children to, and collection from, our service including children who travel between the school setting and outside school hours care. We have procedures in place in relation to the safe arrival of children who travel between Berri OSHC and any other education service.

The safety, health and wellbeing of the children at our service is paramount. Our policies and procedures ensure that children are safeguarded during the time between the points of delivery to, and collection from, the service.

We value and respect our families' decisions about their children. This includes decisions about the people authorised to collect their children from the service premises.

We acknowledge the important role played by our service leaders, educators and staff. They are provided with the necessary training and support to implement the policies and procedures for the travel/delivery to, and collection from, the service premises.

Our service leaders, educators and staff have a clear understanding of who holds the duty of care when children travel between schools and education and care settings.

Our roles are clearly defined and we use effective communication to ensure that management, educators and staff are aware of their responsibilities in relation to the safe arrival of children who travel between an education and care service and any other education or early childhood service.

Being prepared and knowing the risks involved when children travel to or from the service is vital. We develop risk assessments to assist us in identifying the risks involved during this time moving to or from the service.

Roles and Responsibilities

Approved provider -

Berri Primary School Governing Council

- ensure that obligations under the Education and Care Services National Law and National Regulations are met
- ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158)
- ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose, and clearly states who holds the duty of care for children during these periods of travel.
- take reasonable steps to ensure that nominated supervisors, educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during travel to or from the service
- ensure systems are in place so that children only leave the service premises;
 - if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee
 - in accordance with the written authorisation of the child's parent or authorised nominee
 - if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee



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- if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99)
- ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families
- ensure all supervision requirements are met during delivery of children to, and collection from, the service premises, including relevant educator to child ratios (regulations 122 and 123)
- should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87).
- take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Delivery and Collection of Children policy and procedures.
- ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected or
 - significantly impact the service's education and care of children or
 - significantly impact the family's ability to utilise the service.

Nominated supervisor/Director

- implement the Delivery and Collection of Children policy and procedures
- ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158)
- ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose, and clearly states who holds the duty of care for children during these periods of travel
- take reasonable steps to ensure that educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel
- implement systems so that children only leave the service premises:
 - if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee
 - in accordance with the written authorisation of the child's parent or authorised nominee
 - if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee
 - if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99)
- ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families
- ensure all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123)



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- communicate any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to educators and staff
- should any incidents occur relating to the safety of children during travel between the service and an education or early childhood service, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87)

Educators

- must be aware of and follow the Delivery and Collection of Children policy and procedures
- ensure that the child is signed in/out using the SPIKE online attendance log
- must be aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel
- should any incidents occur relating to the safety of children during travel between the service and any other education or early childhood service, (e.g. a child cannot be accounted for) ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87)
- ensure that, when leaving the service, children are:
 - given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee
 - given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee
- all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122 and 123)
- communicate any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to other educators and the nominated supervisor
- be aware of the requirements should any incidents occur.

Families

- be aware of and follow the Delivery and Collection of Children policy and procedures
- remain up to date with the service's practices related to the travel of children between the service and any other education or early childhood service, including knowledge of who holds the duty of care for children during periods of travel
- provide authorisations in their child's enrolment and ensure the information is kept up-to-date
- complete the attendance record via the SPIKE online system when delivering or collecting their children
- communicate any changes to their circumstances that may impact the service's practices related to the travel of children between the service and any other education or early childhood service, for example if their child will be absent from school and will not be attending the service
- provide written authorisation should they require a person (other than the people listed in the enrolment record) to collect their child from the service.



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Procedure – Children Arriving for Before School Care, Pupil Free Days and Vacation Care

- Children will arrive at OSHC for BSC between the hours of 7.00am and 8.30am on school days and 7.00am and 6.00pm on Pupil Free Days and Vacation Care days.
- The parent or guardian will enter the OSHC service via the right oval gate and signed in using the SPIKE attendance app. The child will remain the responsibility of the parent or guardian until they have been signed in. The child then becomes the responsibility of Berri OSHC.
- The OSHC gate will remain closed but unlocked at all times unless children are supervised on the oval. This gate will be locked once all children for BSC have arrived 8.25am at the latest.

Procedure - Children Arriving for After School Care

- Berri Primary School children will walk from their classrooms to OSHC. They will be signed in by an Educator once they have arrived. An OSHC Educator will collect the Junior Primary students and any other children who require assistance in making their way to the OSHC and walk with them until they are signed in.
- Berri Primary School children are the responsibility of the OSHC once they arrive at OSHC. If a BPS student has an activity on afterschool with a school teacher on school grounds, they remain the responsibility of the school until signed in at OSHC.
- Children arriving to Berri OSHC from via bus from other schools will be met by an OSHC Educator. The bus driver will ring if no Educator is there waiting. The children will then walk with the OSHC Educator to be signed in.
- Children arriving by bus will be the responsibility of the bus driver until the children have disembarked the bus and are in sight of either an OSHC Educator.
- If a child is booked in but hasn't arrived at OSHC within 15 minutes of expected arrival time, a phone call will be made to the family.
- If a child arrives at the OSHC who isn't booked in, a phone call will be made to the family to ascertain if the child should be at OSHC.

Procedure – Children Departing from BSC

- Berri Primary School children will be permitted to leave OSHC at 8.25 and walk to their classrooms from OSHC. They will be signed out by an Educator once they have departed. An OSHC Educator will walk with the Junior Primary students and any other children who require assistance in making their way to their classrooms.
- OLOR, Rivergum and Loxton Lutheran children will be walked to the KISS and DROP zone and an Educator will wait with them until the child has embark the school bus.

Procedure - Departing from ASC and VC

- Children will depart from OSHC by 6.00pm.
- The parent or guardian will enter the OSHC service via the right oval gate and signed the child out using the SPIKE attendance app. Each authorized person will use their phone number to access the SPIKE attendance app. The child will then become the responsibility of the parent or guardian. Only persons on the authorized collection list will be able to collect the child.
- The OSHC gate will remain locked until the first child is collected. The gate will then remain closed but unlocked at all times unless supervised on the oval.
- OSHC Educators will verify the identity of an authorised person to collect the child.



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- The authorised person to collect the child from the service must be above the age of 16.
- If a child is not collected by 6.00pm the Educator will contact the parent or guardian. If no contact has been made by 6.15pm, the Educator will contact the police.
- The Educator may contact the police if they feel the authorized person does not appear to be fit to take the child or if the child is fearful of leaving with the authorised person.

Legislative Requirements

Section/Regulation	Description
Education & Care Services National Law Act (2010)	
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazards
Section 170	Offence relating to unauthorised persons on education and care service premises (applies to an education and care service operating in a participating jurisdiction that has a working with children law)
Education & Care Services National Regulations (2011)	
Regulation 86	Notification to parents of incident, injury, trauma and illness
Regulation 87	Incident, injury, trauma and illness record
Regulation 99	Children leaving the education and care service premises
Regulation 102	Authorisation for excursions
Regulation 102B	Transport risk assessment must be conducted before service transports child
Regulation 102C	Conduct of risk assessment for transporting children by the education and care service
Regulation 102D	Authorisation for service to transport children
Regulation 122	Educators must be working directly with children to be included in ratios
Regulation 123	Educator to child ratios – centre based services
Regulation 157	Access for parents
Regulation 158	Children's attendance record to be kept by approved provider
Regulation 160	Child enrolment records to be kept by approved provider
Regulation 161	Authorisations to be kept in enrolment record
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 177	Prescribed enrolment and other documents to be kept by approved provider



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Regulation 181	Confidentiality of records kept by approved provider
Regulation 183	Storage of records and other documents
National Quality Standard for Early Childhood Education and Care & School Age Care (2010)	
Element 6.1	Supportive relationships with families

Reviewed: August 2026

Approved by Berri Primary School Governing Council: 14th September 2026

Approved by Berri Primary School Governing Council: 31/5/2025

TO BE REVIEWED: September 2027

Related Documents