LOWER PLENTY PRIMARY SCHOOL OSH 

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# MANAGING DUTY OF CARE – NON ATTENDING CHILDREN POLICY

## PURPOSE

Lower Plenty Primary School OSHC recognises that on the rare occasion, children not enrolled into the OSHC service or attending the OSHC service may seek assistance from the OSHC staff or management. For whatever reason the children seek assistance from the OSHC to ensure their safety and wellbeing, the OSHC employees shall at all times be required to observe both their duty of care and statutory obligations to the best of their knowledge and capacity.

This policy is recommended as guidance in making appropriate decisions which are in the best interests of preserving the safety and wellbeing of all children.

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* The service shall endeavour to establish a mutually beneficial relationship and coexistent policy with the school to ensure that the duty of care is upheld by all parties involved. To this extent the service will:
	+ Follow school procedure by escorting children to the office if they are not booked into OSHC
	+ Communicate with the office by telephone or in person that the child has been referred to the office for collection by parents or guardians
* If the office is unattended the OSHC staff member shall observe the following procedure when recording children as attending who are currently enrolled at the service:
	+ Make reasonable attempts to call parents or authorised persons
	+ Ensure the service licensed capacity is appropriate
	+ Ensure strict adherence to ratios and other legislative guidelines
* If the office is unattended the OSHC staff member shall observe the following procedure when observing their duty of care for children who are not currently enrolled in the OSHC service:
	+ Make reasonable attempts to call parents or authorised persons (including the school administration) known to the child
	+ Ensure the children are safe and secure but not participating in the licensed activities of the service
	+ Call the police for support when a reasonable time has passed without notification

## FURTHER INFORMATION AND RESOURCES

Children’s Services Act 1996

Children’s Services Regulations 2009

Education and Care Services National Law Act 2010

Education and Care Services National Regulations (156, 168)

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2024.