

# TRANSFER OF CHILDREN POLICY

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## Quality Area 2

### PURPOSE

This service is committed to providing families with the opportunity to participate in our OSHC whilst utilising the kinder facilities.

In order to support parents requiring child care, this policy provides guidelines for the transfer of children between programs as well as for the exchange of information between staff and ultimately on to the parent/guardian upon collection of the child.

### POLICY STATEMENT

#### 1. VALUES

Toolamba Out School Hours Care is committed to:

- ensuring the safety and wellbeing of all children attending the service
- meeting its duty of care obligations under the law.

#### 2. 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 Toolamba Out School Hours Care.

#### 3. PROCEDURES

- Staff will accompany children between programs as required, with the written consent of the parent/legal guardian (as per Appendix 1).
- A risk assessment will be completed at the beginning of each term.
- The Educator to child ratio currently in force under National Quality Regulations will not be exceeded in any circumstance
- The appropriate adult/child ratio will be determined by the lead educator at the service where the children attend the kindergarten program in consultation with the EC Manager.
- Any adult assisting with the transfer of children will require a current WWCC and may be a volunteer, a student on placement or staff member who is not an educator.
- When transferring children from campus to campus, one staff member must carry the mobile phone from their room. Staff, however, will not carry emergency contact numbers for each child. In a situation requiring assistance, the staff member, if practical, will contact staff from one campus. In an emergency situation, the staff member will immediately call 000.
- Children will be walking from campus to campus. In the event of wet weather, children will be dressed accordingly in coats, hats etc. supplied by the parent. The service will provide umbrellas. In severe weather conditions, staff are to use their discretion as to whether to delay the transfer of children. During such delay, staff from both campuses will be updated on the current situation
- NO CHILD SHALL BE TRANSPORTED IN A STAFF MEMBER'S CAR
- The staff member transferring the child is responsible for signing the child in and out of each program and must announce the arrival of the child they are transferring.
- Children being delivered to a kindergarten program, must be transferred to ensure they arrive at the commencement of such kindergarten program.
- At the conclusion of the kindergarten program:
  - Children must be collected and signed out by childcare staff immediately at the conclusion of the program.
  - If kindergarten staff are transferring children, children will only be transferred to childcare after all children from the kindergarten have been collected.

- In the event of an accident happening while the child is in attendance at kindergarten, a photocopy of the entry into the Accident Book will be handed to a staff member at child care. Childcare staff will give this photocopy to the child's parent and request that parent sign the original copy held at the kindergarten as soon as practical. Any details of such accidents will also be passed on to the relevant childcare staff with the expectation that this information will be relayed to parents verbally. In the instance of a more serious accident occurring, the normal procedure of contacting the parent immediately will occur.
- All medications to be given while the child is attending kindergarten and childcare must be accompanied by a pro forma stating the following:
  1. Name of Medication
  2. Time last given
  3. Dose last given
  4. Time required to be given
  5. Dosage required to be given

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Toolamba out School Hours Care on September 2020

**REVIEW DATE:** September 2022

**APPENDIX 1.**

*If your child attends Toolamba Pre-School and is to be taken from OSHC to Pre-School, please complete this form.*

**CONSENT FORM - Transfer of Child**

I, ..... (parent/guardian’s name) give permission for the staff of Toolamba OSHC to transfer my child/ren .....

**FROM:** Toolamba OSHC                      **TO:** Toolamba Pre School

**ON:**

Monday                       Tuesday                       Wednesday                       Thursday                       Friday

**and** *(complete if required)*

**FOR THE PERIOD OF:**                       Year                       Term                       Other .....

I understand that a staff member will accompany the children.

I authorise the staff member in charge of the transfer of children to consent, where it is impractical to communicate with me, to the child receiving medical/surgical treatment as deemed necessary and I will meet all costs incurred.

In signing this consent form, I acknowledge that I have read and understood the Transfer of Children Policy and I will abide by its guidelines.

Signed \_\_\_\_\_ Date \_\_\_\_\_