

Collection To and From OSHC Procedure – On School Site

Rationale

The purpose of this procedure is to ensure the safe and consistent collection and transition of children between Rosebery Preschool and Outside School Hours Care (OSHC). This procedure supports staff to meet duty of care requirements and ensures children are supervised at all times during collection and transfer.

Policy Statement

Children's safety and wellbeing are a high priority. Preschool children attending OSHC may only be released into the care of authorised OSHC staff. Clear communication and accurate documentation are essential to ensure safe transitions between Rosebery Preschool and OSHC.

Legislative Requirements

National Law: Sections 165, 167

National Regulations: Regulations 99, 158–159, 176

National Quality Framework: Quality Area 2.3

Early Years Learning Framework: 1.1, 3.2

Implementation

Parents/Carers are expected to:

- Complete and return the Preschool Authority to Collect – OSHC form, ensuring all OSHC staff are listed.
- Notify Preschool staff of any changes to OSHC attendance or collection arrangements.
- Understand that children will only be released to authorised OSHC staff.
- Ensure OSHC enrolment is current prior to collection.

Preschool Staff will:

- Confirm OSHC attendance using the Authority to Collect – OSHC form.
- Supervise children until collected by authorised OSHC staff.
- Visually identify and confirm the OSHC staff member collecting the child.
- Release children only once OSHC staff have signed the child out.
- Communicate relevant information to OSHC staff.
- Follow school procedures if OSHC staff do not arrive as expected.
- Ensure children do not leave Preschool with OSHC staff.



OSHC Staff will:

- Attend Preschool promptly at scheduled collection times (10 minutes before the end of day).
- Identify themselves to Preschool staff when collecting children.
- Collect children from the assigned classrooms.
- Ensure children are supervised at all times once collected.
- Sign children out of Preschool
- Sign children into OSHC in line with OSHC attendance procedures.

Students will:

- Remain with Preschool educators until collected by OSHC staff.
- Follow educator instructions during transition to OSHC.
- Students not attending OSHC will remain seated on the mat with SESA or Teacher.

Effective: Term 1, 2026

Date of Next Review: Term 1, 2027

Developed by: Preschool Teacher in Charge

