



Outside School Care NT

OSC-NT PS. 5 – Bus Pick Up and Collection and Policy

Policy Description	This policy document outlines the general principles that will be followed in terms of developing procedures and checklists for drop off and collection of children from primary schools in the Palmerston area to attend after school care at Outside School Care NT sites.
Key Points	The primary duty of care in the the operation of a bus drop off and collection service from third party schools to an Outside School Care NT site is the SAFE and DOCUMENTED transfer of children from school to our care service.
1.0 Parent Authorisations	<p>Parent Authorisations MUST be obtained before a drop off or collection service for a child can begin.</p> <p>For any child using an Outside School Cate NT bus drop off or collection service there MUST be:</p> <ul style="list-style-type: none"> - Fully completed Enrolment Forms processed and entered into KIDSOFT at an Outside School Care NT service prior to the first bus drop off or collection day. - A SIGNED and DATED Bus Authorisation Form held on file from the child’s Parent/Guardian. - An entry on a Bus drop off or collection sign in /sign out sheet for the child.
2.0 Licensed Bus Operator	<p>Third party bus operators may be used for the bus drop off and collection service. Bus operators will be required to provide evidence that:</p> <ul style="list-style-type: none"> - Their drivers have valid WWC/Ochre Card clearance. - Their buses are roadworthy and fitted with child appropriate restraints. - They hold public liability insurance. - They accept a written duty of care towards children carried on their services to an Outside School care NT site.
3.0 Documented bus service routings and procedures for Collection of children	<p>Bus service routings will be planned in order to minimise delay and in order to ensure safety is paramount</p> <p>The following elements will be included in the documented procedures:</p> <ol style="list-style-type: none"> 1. A daily bus collection checklist will be followed and completed by the bus driver and/or OSC-NT staff in attendance. 2. A daily bus transfer sign in / sign out sheet will be completed for each child collected from their departure school and 3. A designated collection point and time of arrival will be agreed with each collection school. 4. Procedures will be agreed with each school with regard to “<i>no-shows</i>” and “<i>delay scenarios</i>”. 5. The Bus driver and/or OSC-NT staff will have a serviceable mobile phone in their possession and emergency contacts for each child, the collection school administration, as well as Outside School Care NT Site Director and Owner. 6. A risk assessment will be conducted for each proposed bus routing and collection service.
4.0 Collection School Liaison	<p>Written procedures will be agreed with each collection school with regard to:</p> <ol style="list-style-type: none"> 1. The designated collection point and shool liaison person.

	<p>2. The procedures to be followed if a child due to be collected has either:</p> <ol style="list-style-type: none"> a. not attended school or b. has been collected by another authorised nominee <p>without informing Outside School Care NT prior.</p>
<p>5.0 Documented bus service routings and procedures for Drop Off of Children</p>	<p>Bus service routings will be planned in order to minimise delay and in order to ensure safety is paramount</p> <p>The following elements will be included in the documented procedures:</p> <ol style="list-style-type: none"> 1. A daily bus drop off checklist will be followed and completed by the bus driver and/or OSC-NT staff in attendance. 2. A daily bus transfer sign in / sign out sheet will be completed for each child dropped off to their school and 3. A staff member will escort children who are in preschool and transition to their classroom. 4. The Bus driver and/or OSC-NT staff will have a serviceable mobile phone in their possession and emergency contacts for each child, the drop off school administration, as well as Outside School Care NT Site Director and Owner. 5. A risk assessment will be conducted for each proposed bus routing and drop off service.
<p>Related Policy and Procedures, Forms and Checklists:</p>	<p>Daily Bus drop off collection checklist Bus transfer sign in / sign out sheet Bus Authorisation Form Bus Drop Off and Collection Procedure Bus drop off and collection Risk Assessment</p>
<p>Specific Information for Parents:</p>	<p>Enrolment Pack Bus Authorisation Form Bus drop off and collection Risk Assessment</p>
<p>Sources/References:</p>	<ol style="list-style-type: none"> 1. Education and Care National Amendment Regulations 2017, regulation: 99 (b), 100, 160, 161 2. National Quality Standards 3. National Education and Care Services Law 2010 4. National Quality Framework. www.acecqa.gov.au 5. National Quality Standards February 2018, standards: 2.1, 2.1.1, 2.3, 2.3.1, 2.3.2, 2.3.3
<p>Version Control/Updates:</p>	<p>Version: 1.0 January 2014</p> <p>To be reviewed and updated by: June 2014</p> <p>Version 2.0 September 2016</p> <p>To be reviewed and updated by: September 2017</p> <p>Version 3.0 May 2017</p> <p>To be reviewed and updated by: May 2018</p>