



School No: 2068 Established 1878

2.6 Managing Duty of Care – Non-attending Children



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne 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.

Procedures

- 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

Relevant Laws and Regulations

Children's Services Act 1996

Children's Services Regulations 2009

Education and Care Services National Law Act 2010 Education and Care Services National
Regulations

Relevant Policies

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025