



DELIVERY OF CHILDREN AND COLLECTION OF CHILDREN POLICY

Purpose

Kilkenny Out of School Hours Care (OSHC) is committed to ensuring the safe arrival and departure of all children. This policy ensures compliance with the Education and Care Services National Law (SA), National Regulations, National Quality Standard (QA2), and Child Safe Environments requirements in South Australia.

Scope

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Persons, educators, staff, volunteers, students, families and children at Kilkenny OSHC.

Policy Statement

Kilkenny OSHC will ensure adequate supervision (s.165), reasonable precautions to protect children from harm (s.167), and accurate attendance records (Reg. 158). Children will only leave the service in accordance with Regulation 99.

Arrival Procedures

- Children must be signed in by a parent or authorised nominee.
- Children must be sighted by an educator before the adult departs.
- Medication must be handed directly to an educator.
- Attendance records are used for emergency management.

Departure Procedures

- Children may only be collected by authorised nominees.
- Photo ID will be checked if the collector is unfamiliar.
- Verbal authorisation alone will not be accepted.
- Court orders must be provided in writing.
- Children must be signed out upon collection.



Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

Late Collection

- Service closes at 6:00pm.
- Families must notify the service if delayed.
- All authorised contacts will be called if a child is not collected.
- Police may be contacted if no authorised person is reachable.
- Late fees may apply and ongoing lateness may result in review of enrolment.

Visitors

- All visitors must sign in and out.
- Visitors must remain supervised.
- WWCC verification is required where applicable.

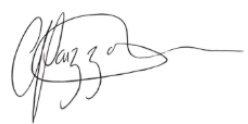
CONTINUOUS IMPROVEMENT

This statement of philosophy will be reviewed:

- Annually
- Following legislative change
- Following any serious misconduct
- Following regulatory advice

Families will be notified of changes within 14 days.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS	• Condensed the previous policy into an easier to read policy in dot points		
PREVIOUS MODIFICATIONS			





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

