



The Hutchins School: Children's Services

CS-100: Abandoned Child Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 2.3: <i>Each Child is Protected.</i>
Commencement Date	1/1/2011
Last Review Date	1/9/2016

1. Purpose

This policy is intended to ensure the safety of a child deemed 'abandoned' in an Outside School Hours Care setting.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

This policy exists primarily to ensure the health and safety of children entrusted to the care of The Hutchins School: Outside School Hours Care. It has been designed in order to outline the Duty of Care requirements for staff, and to meet the legislative requirements in dealing with children under such circumstances.

4. Definitions

The Hutchins School: Children's Services	A term used to denote The Hutchins School: Outside School Hours Care & Kindergarten (collectively).
OSHC	The Hutchins School: Outside School Hours Care
Kindergarten	The Hutchins School: Kindergarten (including Pre-Kinder)

5. Policy Information

During School Terms, children from the Hutchins School Kindergarten will be sent to After School Care at 2:45pm if they have not been collected by their parents. Early Learning Centre (ELC) Children are sent to the service at 3:30pm, while Junior School (JS) Children are sent at 3:45pm. In each of these instances, staff will endeavour to contact the child's parents through the phone numbers provided on that child's enrolment form, or in the School's database.

Children not picked up from the OSHC prior to its 6:00pm close will remain with a senior staff member. Wherever possible, children are to remain with at least two staff. Where this is not possible, staff are required to follow the [CSMP-101: Single Staff Protocol](#), which details the necessary precautions and risk management techniques employed by the centre during single-staff operation. The senior staff member will again attempt to contact the child's parents.



The Hutchins School: Children's Services

CS-100: Abandoned Child Policy

If a staff member is unable to reach the child's parents, they will then call the emergency numbers on the child's enrolment form until contact is made.

If, after 6:45pm, the staff member is still unable to reach either the parents, or an emergency contact, the Director will enact the Abandoned Child Procedure detailed in this policy.

6. Supporting Procedures / Guidelines

In the event of a child deemed 'abandoned', the Director will contact the Head of the ELC and Junior School, and the Headmaster. This contact is not to occur prior to 6:45pm, or 45 minutes after the time of closure.

The Director will then call the emergency after hours number for The Department of Health & Human Services (all hours 1800 067 415 / business 6233 3185); or Child and Family Services (all hours 1800 001 219 / business 6230 7650). These are the first points of contact to report an abandoned child. The Department is to be given the child's parents' phone numbers, and those of any listed emergency contacts, in order that all attempts to contact an authorised pickup may continue.

A staff member (or wherever possible, two staff members) will remain with the child at the School until collection by parents, contacts or professionals. In any case of child abandonment, the Director is required to complete an Incident Report Form. This form must be forwarded to the Head of the ELC & Junior School, and the WH&S Risk Manager.

If a child is not collected by the end of a session the full daily rate is applied. Children remaining in the centre after 6:00pm will incur late fees according to the fee structure. The failure of parents to collect their child at the required time may jeopardize their bookings in The Hutchins School's Children's Services. The School reserves the right to refuse admission to families who do not abide by School policy.

7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 2: Children's Health and Safety

- **Standard 2.3: Each Child is Protected**
 - Element 2.3.2: *Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury*
 - Element 2.3.4: *Educators, co-ordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.*



The Hutchins School: Children's Services

CS-100: Abandoned Child Policy

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 99; 168, 168(2)(h).

8. Referenced External Documentation

Kennedy, A. & Stonehouse, A.

Shared Visions for Outside School Hours Care. Melbourne: Newton Press, 2004.

Tansey, S.

Quality Improvement and Accreditation System Factsheet #2: Safety in children's services.

NSW: National Childcare Accreditation Council Inc.

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.

10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

Date

Changes made under review

1/9/2013

Policy placed in new (2013) template. Minor changes made to terms contained within the document to preserve continuity with the NQF and EYLF (e.g. "staff" becomes "educators" and so on). No major changes to procedures.