

# SHARP

## Delivery & Collection of Children & Access to Children Procedure

Parents/ Caregivers are able to contact SHARP staff at all times by phoning the Spreydon Baptist Church reception, on 338 4163, from 8.30am - 5.00pm or by phoning the number on the front of their SHARP enrolment book/ form. The number on the front of their SHARP enrolment book/ form is a direct line to the Coordinator and a message may be left outside of work hours.

### After-School Programmes

1. Children, who are to be picked up from school by SHARP staff, will meet in the specified area within the school grounds and be walked by the Supervisor or senior child to the vehicle.
2. The Supervisors will have a list of children to pick up for the day. If a child on the list does not arrive at the meeting place the Supervisor will ring the school office to check if the child was at school. If the child was at school the **parents will need to be contacted before the supervisor leaves the school** to determine the child's whereabouts. Parents still need to be contacted if the child was absent from school.
3. The police will be contacted by the Coordinator if the child was present at school but is not there when the supervisor comes to collect the children and the child's caregiver and alternative contact person cannot be contacted

**After-school and Holiday Programmes On a child's arrival at the Programme they will sign in, if Holiday Programme their parent will sign them in. (Unless the child is over 10 years of age and has written permission from their parents/ guardians to sign in themselves.)**

1. Children will wait inside the building for collection at the end of the each day and will be released when the register has been signed by a nominated collector. Children will not wait on the roadside for collection.
2. Children will not be collected from a venue unless by a person nominated on the enrolment form and with prior arrangement with the Supervisor if outside the usual pick up time. Holiday Programme parents/caregivers will need to present a named security card to pick up their child, if they wish someone else to pick up their child, they must pass the security card to that person to use.
3. When a person who is not nominated to collect a child turns up, they will be informed of SHARP's policies relating to collection of children. The parent/caregiver will then be contacted. If the person who has arrived to collect the child is given permission to take the child by the parent/caregiver, then the Supervisor may let the child leave with them if their photo I.D matches the name given prior by the parent/ caregiver. If they do not give permission, or cannot be contacted, the person who has arrived to collect the child will be

asked to leave. If they refuse to leave, the police will be contacted. A list of who can collect children is kept on the SHARP database under the child's details.

4. If a parent/caregiver wishes their over 10yr old child to sign themselves out they must tick and sign the appropriate part of the enrolment form. This will be noted on the sign-out sheet. Children may not sign themselves out until the end of the day, unless otherwise arranged by the parent.
5. Only Staff & Volunteers, invited visitors and people nominated on the child's form will have access to the child during the hours of the programme.
6. A child will never be left alone on the premises awaiting collection. Two Staff members will wait with the child. The parent/caregiver may be charged a late fee of \$10.00 at the discretion of the Coordinator.
7. Staff are aware that they have a duty of care and are responsible for all children until the last child has left/been signed out of the programme.
8. Sign In/Out procedures will be communicated through brochures and confirmation or enrolment letters.