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		EASTWOOD HEIGHTS OOSH POLICY		
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Written By Nominated Supervisor	Reviewed By EHOOSH Management committee	Approved By EHOOSH Management committee	Supersedes 1	Effective Date April 2021

Eastwood Heights OOSH

Service Access Policy



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Revision Chronology:		
Version Number	Date	Reason for Change
1.0	March 2018	Endorsed by OOSH executive committee
1.1	April 2021	Review and evaluation
2.0		

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1. POLICY STATEMENT

Eastwood Heights OOSH (the Service) provides places for school-aged children needing care during out of school hours and school holidays. We will not discriminate against any families needing care. If we reach full capacity then placement will primarily be determined in accordance with the Department of Education and Training's "Priority for allocating places" policy.

2. PROCEDURE

The Service is available for use by children who are currently enrolled at Eastwood Heights Public School. No family will be discriminated against on the basis of their cultural background, religion, sex, disability, marital status or income. The Service will try to meet the specific needs of families in the local school community and aim to cater for families with special needs wherever possible.

The Service will follow the government's "Priority for allocating places" policy for allocating places in the Service if a waiting list exists. The waiting list will be maintained and regulated in a manner which identifies priority for placement eligibility, date position applied for and required days of care. Placement from the waiting list is determined by the government policy, siblings of children already in care, and date of application. Parents are able to view their status on the waiting list on request

Access by parent / caregiver


A "parent" includes a guardian of a child or a person who has parental responsibility for a child under a decision or order of a court. The Approved Provider of an Education and Care Service must ensure that a parent of a child being educated and cared for by the Service may enter the premises at any time that the child is being educated and cared for by the Service. However, a parent can be refused entry to the Service's premises if permitting the parent's entry would pose a risk to the safety of children, educators or staff, or if the Approved Provider, Nominated Supervisor or an on-duty educator is aware of a court order prohibiting the access sought.

Access by non-custodial parent

If a child is subject to an access order or agreement, the Service must have a copy of the order or agreement on record plus any subsequent alteration registered by the court. Evidence of court orders or agreements will be requested and considered as part of the enrolment process in order to minimise the likelihood of distressing situations occurring in the future.

When a non-custodial parent attempts to collect a child from the Service, educators will be polite but firm in refusing access. All educators are clear that their primary duty is to the children in their care and will clarify the legal position with the non-custodial parent (eg "I'm sorry but I'm not legally able to allow the child to leave with you without the permission of the custodial parent"). The non-custodial parent will be politely asked to leave the premises. If they refuse to leave, the police will be called.

In all cases educators should be immediately aware of any unfamiliar person on the premises and ascertain the purpose of their visit as quickly as possible

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3. REFERENCES

3.1 Statutory Authority

- Education and Care Services National Law Act 2010 (Regulation 173)
- Australian Government, Department of Education, “Priority of access guidelines” (<https://www.dese.gov.au/uncategorised/resources/priority-access-guidelines-child-care-services>)

3.2 Service Policies

- Delivery and Collection of Children Policy
- Enrolment and Orientation Policy

3.3 National Frameworks

- Framework for School Age Care in Australia, “My Time, Our Place”, (http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf)