

Managing Duty of Care - Non attending Children

Purpose

Peak Sports and Learning recognises that on the rare occasion, children not enrolled into the service or attending the service may seek assistance from the Peak Educators. For whatever reason the children seek assistance, Peak Sports and Learning will ensure their safety and wellbeing.

Peak Sports and Learning will:

- 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.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
	Standards 2.2, 6.1	Staffing Ratios Policy Supervision of Children Policy Enrolment, Orientation and Booking Policy	Duty of Care

Procedures

Peak Sports and Learning will endeavour to establish a mutually beneficial relationship with the school to ensure that the duty of care is upheld by all parties involved.

To this extent, where the child is currently enrolled in the service, the Educator will:

- 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
- Where the capacity and ratio are appropriate, the service will ensure the child remains at the service unless alternate arrangements are confirmed with a parent or authorized person.
- Where the capacity and ratio are not appropriate, the child will be sent to the school office and Educators will communicate with the office that the child has been referred for collection by a parent or guardian.

To this extent, where the child is not enrolled in the service, the Educator will:

- Follow school procedure by sending children to the office if they are not booked in.
- Communicate with the office by telephone or in person that the child has been referred to the office for collection by parents or guardians

In the event that the school office is unattended the service will follow the following procedure when observing their duty of care for children who are not enrolled in the service.

- Make reasonable attempts to call parents or authorised persons 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 any notification

Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2014	March 2018	Directors	Amendments to procedures as needed annually.
2	March 2018	March 2019	Directors	Version Control table introduced. Rewritten and edited to reflect 2018 updated Quality Standards.
3	March 2020	June 2020	Directors	Reviewed with no amendments. Moved to new document review timeline.
4	June 2020	June 2022	Directors	Amendment to procedure of enrolled children to more accurately reflect practice.
4	June 2022	June 2024	Directors	No changes made.