

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 supervisor and staff. 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 and Booking Policy	

Procedures

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

To this extent the service 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

If the office is unattended the Supervisor shall observe the following procedure when recording children as attending who are currently enrolled at the service:

- 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

If the office is unattended the Supervisor shall observe the following procedure when observing their duty of care for children who are not currently enrolled in Peak Sports and Learning:

- 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.