

## **Purpose**

All parents/legal guardians and authorised contacts have access to the Westgarth Primary School OSHC and their children at all times, unless relevant Court Orders are held by the service that specify otherwise

## **Procedures**

Parents/legal guardians have full control over the authorisation of those permitted to sign children out of the service and all authorisations can be made using the My Family Lounge web interface.

Should anyone wish to sign a child out who is not authorised then confirmation is sought from the child's parent and photo ID requested.

On occasion, if an adult is known to the service Supervisor and parental permission cannot be obtained, then the Supervisor will provide authorisation, only after attempting to contact the child's parent.

If a given individual related to the child is NOT allowed to sign out, then this information should be explicitly provided to the service who will refuse authorisation within the Content Management System used by the OSHC service.

## **Court Orders**

- A copy of all court orders in relation to residence and specific issues orders must be provided to the service upon enrolment or as obtained. These documents will be attached to the child's records and treated confidentially.
- Parents/legal guardians need to notify the service of any changes to these documents as soon as they occur.
- If the service does not have a copy of the court order it will assume that both parents/legal guardians have equal custody of the child, therefore both have access.
- In the event that a parent/legal guardian breaks a court order and seeks access to the child, the parent/legal guardian with custody entitlements will be contacted immediately, the staff will (where safe to do so) stop the non-legal parent/non-legal guardian from taking the child and the police will be contacted immediately.
- Court orders are followed regardless of a parent's decision to change their arrangements. Any new arrangements different to court orders held by the service must be changed through the courts, unless the court order has expired

## **Related documents and attachments**

- Education and Care Services National Regulations 2011
- National Quality Framework

Regulation Reference	Approval Date:	Next Review:	Page:
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