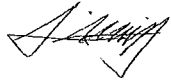
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: COLLECTING CHILDREN: FROM SCHOOL		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children.

2. Policy Statement

The YMCA of Sydney is committed to providing a safe, efficient and affordable transport system that will ensure wherever possible that children arrive at the centre within 30 minutes of school closure.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
- 3.2. Administration Policy
- 3.3. Collecting Children: Absent Children Policy.
- 3.4. Collecting Children: Missing Children Policy.
- 3.5. Dropping off and Picking up Policy.
- 3.6. Transport Policy.

4. Responsibilities & Delegations


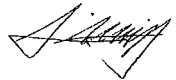
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. Q& A Principles.
- 5.2. National Standards.
- 5.3. Roads and Traffic Authority Regulations.


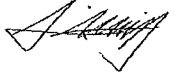
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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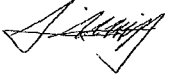
PROCEDURES

- Parents to sign the enrolment form allowing their child/ren to use YMCA vehicles to transport them.
- The centre will negotiate with individual schools to appoint safe, supervised pickup points for children waiting to transport them to the centre. Contingencies will be established for wet weather if applicable.
- A permission note must be signed by the child/rens parents/guardians, to travel on the YMCA bus, or be dropped off at the school prior to starting time. Where a child is to be dropped to school early teacher supervision must be present prior to YMCA staff leaving a child.
- All children must be waiting at the pickup area at the arranged time and be prepared to board the vehicle willingly. The service will make every effort to ensure the transport arrives to collect the children at the allocated time, although there may be instances when the bus/car is late.
- For "on the day" emergency childcare, parents must contact the centre to ensure a vacancy exists and contact the school to ensure that the child is made aware they must attend the care centre and be at the designated pick up point.
- All attempts will be made to locate children missing from the pickup point, with consideration given to children waiting on the bus and the children waiting at other schools. The driver will contact the centre for them to contact the parent to confirm that the child is absent. The bus run will continue & if needed the bus driver will return to the school to collect the missing child.
- Once it has been confirmed that the child is missing, the centre will contact the Police and notify them of the missing child. All attempts will be made to locate the child with consideration given to children on the bus and children waiting at other schools.
- Parents need to notify the centre staff prior to 2.30 p.m. of a child/children is absent from school in order to have their name taken off the bus pick up roll.
- If a missing child has been absent from school that day and the service has not received notification from the parent, or the child has been located at friends, the staff will note this on the file and discuss that situation with the parent. A \$5 search fee will be issued to the parents.
- The driver must hold a current appropriate license for the vehicle and obtain a copy of his/her driving record from the RTA. The driver must not be under the

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influence of alcohol or drugs (see Code of Conduct). Furthermore the driver must not leave the children unattended at any time. The Manager will ensure the vehicle is kept in a roadworthy condition under the regulations of the NSW Transport Authority.

- Children traveling on a bus will be required to remain seated at all times and use seatbelts.
- Mobile phones will not be used by the driver whilst the bus is in motion. This also includes headphones and Bluetooth devices.
- The bus radio will be kept at an appropriate volume and be on an appropriate station at all times.
 - Children who are walked from school to the centre will meet a staff person at an agreed place in the school grounds. All children will be required to walk together with the staff person to the centre.
 - All staff walking children must wear the appropriate safety vest.
 - All busses must be fitted with a "YMCA Emergency Pack" which consists of the following items:
 - First Aid Kit
 - Working Mobile Phone
 - Daily Student Attendance
 - Sunscreen
 - Bright Vests
 - School Emergency numbers
 - A copy of the bus driver's license must be kept on file.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

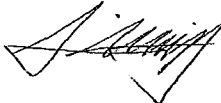
I endorse the Collecting Children from School Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009