

# Mawson Lakes School - OSHC

## Policy Statement on Referrals from other Agencies

*In the interests of children's welfare and protection, access to children referred to the Mawson Lakes School OSHC Service by appropriate agencies will be accommodated wherever possible, while still ensuring the safety and care of every child at the service.*

### **HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)**

- Referral agency officers will be required to provide verifiable identification before being admitted to the service.
- The operator/committee will determine limits on the number of children with special needs that the service is able to appropriately care for.
- Where the service cannot accept a referred child, the referring agency will be advised to contact other/alternative Out of School Hour Care services.
- Acceptance of a referral will depend on:
  - The service having the required resources to appropriately care for the child
  - Completion of a referral form
  - A visit from the referring agency (case manager) to:
    - Provide information about the referral
    - Clarify any special conditions of enrolment
    - Provide necessary details about the child's care arrangements, including foster care details if appropriate.
    - Determine a suitable introduction process (child to the service and staff, the service and staff to child's needs).
    - Reach agreement about the cost for providing care and any special requirements, e.g. transport
    - Subsequent enrolment according to the service's usual enrolment procedure
    - Agreement to a debriefing from the case manager at the end of the referral period.
- The Director/Assistant Director will work with community organisations like Novita, Inclusive Directions, Intervac, etc. to assist with funding for children with additional needs if necessary.
- The service will ensure the strictest confidentiality in information about referred children at all times. Access to confidential information will be given only on a need-to-know basis. However, educators involved in the care of referred children will be provided with information considered necessary to ensure the safety and protection of both the referred children and other children in care.