



## 1.8 Delivery and Collection of Children Policy

### QUALITY AREA 1: Educational Program & Practice

#### Policy Statement

A duty of care exists at all times the child is attending Bellinghen Preschool. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to Supervision of Children Policy).

A child may only leave the education and care service premises under any of the following circumstances:

- a parent/guardian or authorised nominee collects the child
- a parent/guardian or authorised nominee provides written authorisation for the child to leave the premises
- a parent/guardian or authorised nominee provides written authorisation for the child to attend an excursion
- the child requires medical, hospital or ambulance treatment, or there is another emergency.

#### Goals

An accurate record of child attendance is critical to ensure that there is a record of the children being cared for or educated by Bellinghen Preschool and that the correct child/staff ratios are being met by the service.

Practical and safe approaches to the delivery and collection of children at Bellinghen Preschool will promote a smooth transition between home and the service, assure the completion of the required records and confirms the child's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody and that the service is meeting its duty of care obligations under the law.

#### Practices:

##### Attendance Sheet

A record of attendance, kept at the service, includes:

- date;
- the full name of each child booked to attend for that day;
- arrival and departure times; and
- signature of the person who delivers and collects the child or the nominated supervisor or educator.

##### Review of the Attendance Sheet

The staff member on **lunch break 4** will review the attendance sheet at 9.30am to ensure all children at the service are signed in and to sign children as "away" that are not in attendance. Families will be required to telephone if their child will be absent or arriving after 9.30am. A further 3 reviews will be conducted throughout the day.

Staff will then complete the Review of Attendance form which will be kept in the staff sign-in/out book that states:

- date
- time
- no. of children in attendance
- signature

This information will then be passed on to all other staff members.

In instances when a parent or authorised nominee has not signed the child in, a staff member will sign that the child is in attendance.

Prior to closing the service, two staff members must verify all children have been signed out of the centre. If a child is not signed out, educators/staff members will check all areas of the centre and look for clues such as bags remaining in lockers, to ensure no child remains.

### **Authorised Nominees**

- On enrolment parents/guardians are to provide the names of two people who are authorised nominees for the purpose of collecting their child/ren from the service.
- Authorised Nominees must be over 16 years of age to sign a child out. Older siblings who are not 16 years or over are not able to sign a child out.
- If a person NOT on the Authorised Person's form is nominated by the legal guardian to collect a child an Authority to Release into the Care of Another Person form must be completed. In this case photo ID must be supplied. This authority must be in writing and in the case of a phone call, legal guardian must provide the details in an email. The guardian must sign the Release form when next at the service.
- If the educator cannot confirm that the person trying to collect the child is authorised to collect the child, the child's parents will be contacted immediately.

Please note: Both parents have lawful authority of their children and are consequently permitted to remove children from the centres' care unless a Magistrates Court or Family Law Court make different orders prohibiting contact with the child. Court orders must be provided to the service and will be stored with the child's enrolment information.

### **Concerns for the Safety, Health and Wellbeing of Children**

Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service. If staff members are concerned for the safety of a child or do not consider that a person is in a fit state to take responsibility for a child, they will exercise their duty of care by not allowing the child to be removed from Bellingen Preschool by that person. In this circumstance, staff will contact an authorised nominee to collect the child.

Situations when this may occur include:

- when a parent or other person who is authorised to collect the child seems to be ill or affected by drugs or alcohol and does not appear to be able to safely care for the child; and
- when a young person who is authorised to collect the child, for example a sibling, does not seem sufficiently mature to safely care for the child.

### **Roles and Responsibilities**

#### **Approved Provider**

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2018 with regard to the delivery and collection of children at all times.

#### **Nominated Supervisor**

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards.
- Ensure children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment).

- Ensure that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by Bellingham Preschool—except when: permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Law, or
- the supervisor is aware the parent is prohibited by a court order from having contact with the child.
- Ensure an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision.

#### **Educators and Certified Supervisors**

- Ensure accuracy of attendance record in line with practices above.
- Be available for individual greeting and settling of children.
- Provide a supportive and welcoming environment for children and families to assist with separation and settling.
- Follow all service procedures regarding the delivery and collection of children.

#### **Families**

- Completely fill in the details of the attendance sheet at the service upon arrival and at the time of departure, including signature.
- Communicate any changes of routine with educators.
- Provide the service with any court orders relating to your child.
- Leave your child in the direct care of a staff member.
- Ensure educators are aware your child has been collected from the service.
- Ensure you have left the premises by 4.00pm. The following procedure will be followed when families arrive after 4.00pm:
  - ~ First occasion families will be advised the consequences for late pickup
  - ~ Second & additional occasions families will be charged \$10.00 for every 5 minutes after 4.00pm that they arrive to cover cost of having two staff members remain at the service.

#### **Relevant Legislation:**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2018: 99, 158, 168(2)(f)
- Family Law Act 1975 (Cth), as amended 2011
- Children and Young Persons (Care and Protection) Act 1998

#### **Links to National Quality Standard:**

- 2.2 Each child is protected
- 7.1 Governance supports the operation of a quality service

#### **Evaluation**

Arrival and departure times encourage families to interact in the environment build relationships, open communication networks and ensure the safety of children when being delivered and collected from the preschool.

**Policy reviewed November 2012**

**Policy reviewed August 2016**

**Policy reviewed June 2017**

**Policy reviewed July 2018**

Date endorsed \_\_\_\_\_ July 2018 \_\_\_\_\_ Date to be reviewed \_\_\_\_\_ July 2021 \_\_\_\_\_