



2.0 Delivery and Collection of Children Policy

QUALITY AREA 1: Educational Program & Practice

Policy Statement

Children are considered to be under the care of an education and care service at the point the service is taken to assume responsibility for their care and wellbeing. At this point the National Law and National Regulations apply.

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.
- a parent/ guardian or authorised nominee provides written authorisation for transportation of the child.
- the child requires medical, hospital or ambulance treatment, or there is another emergency.

Accurate arrival and departure documentation is a legislated requirement in all services. A record is also required for days that a child has been absent. Furthermore, accurate arrival and departure records ensure successful implementation of efficient emergency evacuation and lock down procedures.

Goals

Bellinggen Community Preschool will keep an accurate record of child attendance to ensure that there is a record of the children being cared for and educated by the service. This also allows us to maintain correct child/staff ratios at the service.

Practical and safe approaches to the delivery and collection of children at the education and care service or service transportation, 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.

Strategies

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.

Attendance and enrolment records

The approved provider of an education and care service must ensure that a record of attendance is kept for the service that:

- records the full name of each child attending the service; and
- records the date and time each child arrives and departs; and
- is signed by one of the following persons at the time that the child arrives and departs:
 - » the person who delivers the child to the education and care service premises or collects the child from the education and care service premises;
 - » a nominated supervisor or an educator. (*Education and Care Services National Regulations, Chapter 4, Part 4.7, Division 1, Subdivision 1) Review of the Attendance Sheet.*

Staff will regularly review the attendance sheet to ensure its accuracy at all times. There is a space for educators to record this regular review of attendance on the sign-in sheet including the time of review and a signature.

Delivery & Collection of Children

- The rhythm of the day should always consider the safety of children and their families during times of entry and collection. For example, an educator should be present on the verandah to welcome children and families in each morning. Collection times will include group games, story reading or verandah experiences to enable educators to supervise children and check-in with parents.
- In instances when a parent or authorised nominee has not signed the child in, a staff member will highlight the child's name and note a time of entry to signify that this child is present at preschool. This also reminds parents to sign their child in. Should the parent fail to sign the child in upon collection, a staff member will sign that the child has been in attendance or that day.
- 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. This will be recorded in the Attendance Sheet.

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 will be required to show photo ID to educators prior to collecting and signing out child/ren if they are unknown to the service.
- Staff members are to check the name on the photo ID against the list of approved persons to collect a child and sign the roll in completion. A person is not allowed to collect a child if they do not have ID, or if the ID does not match the authorisation list.
- 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 the service 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;
- 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.

Staff will immediately refer to the Child Protection Policy and implement the appropriate strategies.

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

A staff member 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. At least a further 3 reviews will be conducted throughout the day.

Staff will then complete the Review of Attendance information on the class attendance sheet which is located on the sign-in desk.

- 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 at first highlight child's name and leave a note for the parent to sign in upon collection. **Highlighting a child's name indicates that they are not signed in by a parent but ARE in attendance.** If the child remains unsigned in or out at the end of the day, an educator is authorised to sign the child in and out.

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

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 Bellingden 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.
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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 Bellingin 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.
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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. All aspects of this part of our day will be consistently reflected upon to ensure the safety of children in our care.

Date endorsed: July 2018

Date to be reviewed: August 2024