



## Policy Statement

We are committed to the safe delivery of children to, and collection from, our service.

## Background

The Education and Care Services National Regulations require approved providers to have policies and procedures in place in relation to the safe delivery of children to, and collection from, our service. The safety and wellbeing of children is of primary importance. This policy ensures that appropriate measures are in place to protect children from harm.

## NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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## National Law

Sec 165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
170	Offence relating to unauthorised persons on education and care service premises

## National Regulations

	86	Notification to parents of incident, injury trauma and illness
	87	Incident, injury, trauma an illness record
Regs	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted for excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursions
	102 A	Application of division
	102 B	Transport risk assessment must be conducted before service transports child
	102 C	Conduct of a risk assessment for transporting children by the education and care service
	102 D	Authorisation for service to transport children
	158	Children's attendance record to be kept by approved provider



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## Related Policies

- Acceptance and Refusal of Authorisations Policy
- Child protection Policy
- Enrolment Policy
- Excursion Policy
- Family Law and Access Policy
- Incident, Injury, Trauma and Illness Policy
- Infectious Disease Policy
- Transport Policy

## Implementation

The Nominated Supervisor, educators, staff and volunteers will adhere to the following procedure at all times to ensure the safety of children. Educators and staff will also remind parents/guardians of the dangers of leaving other children unattended in vehicles and encourage them to bring those children with them when dropping off or collecting a child enrolled at the service.

Children and families will not be allowed to enter our building for education and care prior to the advertised operating hours of the service as we are not licensed to accept children before this time.

### **Arrival:**

- All children must be signed in by their parent or person who delivers the child to our service. If the parent or other person forgets to sign the child in, they will be signed in by the nominated supervisor or an educator.
- An educator will greet and receive each child to ensure the child is cared for at all times.
- Educators will assess the health and wellbeing of each child. Children who are unwell, including those who have symptoms of an infectious disease, or an injury which prevents them from participating in activities, or an injury which a doctor has or would likely say means the child must be excluded from care (such as a head injury) will not be permitted to attend until a letter of clearance is provided by a doctor
- A safe place will be made available to children for their belongings.

### **Departure:**

- All children must be signed out by their parent or authorised person who collects the child from our service. If the parent or other person forgets to sign the child out, they will be signed out by the nominated supervisor or an educator.



- Children can only be collected by a parent, an authorised nominee named on their enrolment record, or a person authorised by a parent or authorised nominee to collect the child. Authorisations from parents or authorised nominees must be made in writing, unless parents or authorised nominees are unable to collect the child before the service closes (such as in an emergency). In this case educators may accept verbal authorisation for an alternate person who can be adequately identified to collect the child.
- Children may leave the premises if a parent or authorised nominee provides written authorisation for the child to leave the premises, including authorisation to go on an excursion (please refer Excursion Policy).
- No child will be released into the care of an unauthorised person. If the unauthorised person becomes aggressive or violent and will not leave the premises the Nominated Supervisor or educator will:
  - ensure the safety of all children and adults at the service, and implement lockdown procedures if required
  - ring the police on 000.
- Nominated Supervisors will ensure that the authorised nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 16 to collect children.
- Parents must give prior notice where:
  - the person collecting the child is someone other than those mentioned on the enrolment form (such as in an emergency) or
  - there is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.

If educators do not know the person by appearance, the person must be able to produce some photo identification. If staff cannot verify the person's identity they will be unable to release the child into that person's care

- If a parent or authorised person appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to collect their child, they will:
  - discuss their concerns with the parent, if possible without the child being present
  - suggest they contact another parent or authorised nominee to collect the child
  - inform the police of the circumstances, the person's name and vehicle registration number if the parent insists on taking the child. Educators cannot prevent an incapacitated parent from collecting a child, but must consider their obligations under the relevant child protection laws
- If a child has not been collected by the time we are due to close the service, the Nominated Supervisor will:



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- (again) attempt to contact the parents or other authorised nominees
  - leave a voicemail or SMS message on the parent's phone if they do not answer advising he or she will wait up to 45 minutes before ringing the police or the Department for Child Protection
  - wait for 45 minutes and, if the parents or authorised nominee has not arrived, ring the police or the Department for Child Protection for guidance on the appropriate action to take.
- At the end of each day educators will check the premises including outdoors and indoors to ensure that no child remains on the premises after the service closes (refer Lock Up Policy).
  - Children may leave the premises in the event of an emergency, including medical emergencies.
  - Details of absences during the day will be recorded.

### **OSHC**

Children arriving at preschool, after attending before school care, will be delivered to the preschool and signed in to the service by the Out of School Hour Care educator.

Children attending Out of School Hour Care after preschool session, will be walked over to the on site Saint Joseph's School Out of School Hour Care service, where preschool educators will sign children into the Out of School Hour Care service.

## **Review**

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

## **Sources**

- Education and Care Services National Regulations 2011
- Early Years Learning Framework
- National Quality Standard
- Work Health and Safety Act 2012/Work Health and Safety Regulation 2012



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