

Delivery and Collection of Children Policy

NQS

QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
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National Regulations

Reg	168(2)(f)	Policies and Procedures in Relation to Leadership and Service Management.
	99	Children Leaving the Education and Care Service Premises.
	158	Children's Attendance Records to be kept by Approved Provider.
	160	Child Enrolment Records to be kept by Approved Provider.
	176	Time to Notify Certain Information to Regulatory Authority.

EYLF

LO2	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.
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Aim

To ensure the safety and wellbeing of children at all times.

The Following Procedures must be Adhered to at All Times to Ensure the Safety of the Children.

Arrival:

- All children must be signed-**IN** by their parent(s)/guardian(s) or an *Authorised Nominee* (as intimated in advance either verbally or in writing to the kindergarten staff).
- To ensure each child is cared for at all times, parent(s)/guardian(s) need to walk their child into the kindergarten, sign in and hand over their child to a staff member prior to leaving the premises.
- Every child has an individual pocket with their name and photo to be used for conveying notes and messages between parent(s)/guardian(s) and kindergarten staff.

Departure:

- *Nominated Supervisors* are to ensure that no child is released into the care of any person other than the child's parent(s)/guardian(s) or another responsible adult whose details have been conveyed to the kindergarten staff prior to pick-up.
- Parents **must** give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- Parents must give prior notice of any variation in the persons picking up the child. If notice is not given, and educators cannot contact the parent(s)/guardian(s), the child must not be released into the care of that person.
- Educators cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.
- All children must be signed-**OUT** by a parent(s)/guardian(s) or *Authorised Nominee* or a staff member.
- At the end of each day educators must check the premises including outdoors and indoors to ensure that no child remains on the premises after the kindergarten closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.

Individuals visiting our kindergarten must also sign-**IN** when they arrive at the kindergarten, and sign-**OUT** when they leave. Details of absences during the day must also be recorded.

Review

This policy will be reviewed on a 3 yearly basis by the kindergarten staff and the Governing Council.