

Delivery of Children to, and Collection of Children from, Education and Care Premises

National Quality Standard Area 2 | Children's Health and safety

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety, and wellbeing.

Rationale

The safety of children is of the utmost importance. Trinity Gardens Children's Centre implements an effective approach to ensure the safe delivery and collection of children at preschool and occasional care.

This procedure describes the requirements that services must follow under the:

- Education and Early Childhood Services (Registrations and Standards) Act 2011
- Education and Care Services National Regulations (regulations 99, 158, 168 (2) (f), 177 (1) (k)).

Scope

This procedure outlines the process for recording a child's attendance at a preschool and occasional care, including their delivery and collection.

The Delivery of Children to, and Collection of Children from, Education and Care Premises should be read in conjunction with related policies, procedures and plans including:

- the Department for Education's Attendance Recording Procedure in relation to collection of children
- the Acceptance and Refusal of authorisation Policy
- the excursions policy
- Supervision
- Dealing with Medical Conditions
- Child Safe Environment
- Risk Assessment and Management Plans

The Procedure:

- Parents and caregivers are asked to observe the start and finish times for the session.
- Upon arrival, the parent/caregiver is required to sign the child in on the daily attendance sheet noting the time and signing the attendance sheet. The notes column is where parents/carers can provide any necessary communication including changes to pick up routines.
- Once signed in and the child's arrival has been noted by educators and the child greeted, the parent/caregiver is able to leave. Educators will support each child through this transition.
- Children must be dropped off and collected by a parent, guardian or authorised responsible adult. Children under the age of 18 are not able to drop off or pick up a child from preschool or occasional care. This requirement is communicated to families during orientation.
- At the end of the day, children can only be collected by a parent/caregiver or authorised person named on the child's enrolment form as having authority to collect the child. Any person authorised must be an appropriate person. An inappropriate person means a person who may pose a risk to the safety, health or wellbeing of any child/ren at the service; or whose behaviour or state of mind is such

that it would be inappropriate for him or her to be on site or responsible for a child (e.g. a person who is under the influence of drugs and alcohol).

- A parent or authorised nominee unknown to staff must provide proof of identification before the child is given into their care.
- For any child who has not been collected from the preschool for more than 10 minutes after the end of the session, emergency contacts listed in the enrolment form will be contacted until collection arrangements are confirmed.
- For a child/children who are attending OHSC after preschool the teacher who is authorized will check that they have the required permissions and that the sign in sheet states that the child is to be transported to OHSC. On arrival at OHSC the authorized educator will check each child has been booked in by the parent/carers and sign them in as present.

COVID-19 requirements:

- Parents/carers and authorized persons will be instructed on the latest safety requirements via our communication processes as per The DfE COVID-19 protocols fact sheet. The director and responsible person will oversee this process.

Attendance Record

- Trinity Gardens Children's Centre will ensure that an accurate attendance record is maintained for each child, every day that the service is in operation that complies with all state and national requirements.
- The attendance record will be checked at 9.00am to ensure that all children have been signed in. Any children in attendance who have not been signed in will be noted as present by an educator authorised to do so. This ensures a complete record of children in attendance is available at all times. At this time, children who are absent will be highlighted.
- At the end of the session when children have been collected, an educator authorised to do so will check the attendance sheet and make a note of children who have left but have not been signed out.
- The daily attendance sheet will be entered into the Early years System (EYS) as the final record of attendance. The original hard copy attendance sheet will be filed and archived on an annual basis.

Supporting information

References/Resources

DfE Acceptance and Refusal of authorisation Policy

https://www.education.sa.gov.au/sites/default/files/acceptance-refusal-authorisations-policy.pdf?acsf_files_redirect

Acceptance and Refusal of authorisation Policy Guidelines

<https://www.acecqa.gov.au>

Attendance recording procedure for Preschool

<https://www.education.sa.gov.au/sites/default/files/attendance-policy.pdf>

Education and Care Regulation 168(2)(f), r 99

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Approved by: Trinity Gardens Children's centre Community Committee

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