



Delivery and Collection of Children Policy

At Augusta Park Childhood Services Centre, we are committed to:

- Ensuring the safe delivery and collection of children being educated and cared for at our service
- Meeting our duty of care obligations under the law

This policy applies to the Approved Provider, Nominated Supervisors, educators, students on placements, volunteers and parents.

Legislation

- A duty of care exists at all times while children are attending our service. In addition, a duty of care to a child while he/she is on the Preschool premises, even if they have not yet been signed into the service or have not yet been signed out of the service and is legally under the care and supervision of the parent/guardian.
- A child will be permitted to leave the service in the care of a parent/guardian/authorised nominee or a person authorised by one of these parties to collect the child. An authorised person does not include a parent who is prohibited by a court order from having contact with the child. In an event of an emergency the Preschool will refer to the authority of collection information included in the preschool enrolment form.
- Parents/guardians have an obligation and duty of care to inform the Preschool if someone is collecting their child from the Preschool for the first time EVEN THOUGH THEY ARE WRITTEN AS AN AUTHORISED PERSON TO COLLECT THE CHILD IN THE ENROLMENT FORM. This is to ensure that the child's safety and wellbeing is up held and valued at all times.
- Parents/guardians can advise educators of who is collecting their child from Preschool via phone call/email/Facebook message or writing in the comments section of the sign in sheet, please provide details of the person's name and relationship to the child/family.

Early Departure/Late Collection

- Early collection of a child needs to be communicated to educators.
- If a parent/guardian/authorised person is going to be late to collect a child the service requires a courtesy call to inform them of the late collection. However, if there is no communication provided to the service the service will at 3:30pm phone the parent/guardian or another person authorised to collect the child.
- If an authorised person is collecting the child for the first time they will be required to provide a form of ID which will be requested by a Nominated Supervisor and/or preschool educator. Court orders need to be provided to the service (see responsibilities of parents/caregivers below). The service must be notified of any restrictions in place.
- If an unauthorised person arrives at the service to collect a child, educators will inform them that their access to the child is prohibited or restricted by an order of a court or tribunal or that a legal document is in place. Authorisation of collection is

clear within our policy and where they do not meet this criteria circumstances cannot be renegotiated by educators.

- Where necessary an unauthorised person or a person not acting within our Code of Conduct for Parent's/Caregiver's Policy, will be asked to leave or the police will be contacted.

Augusta Park Childhood Services Centre requires a minimum age of 18 for an authorised nominee to collect a child. This can be reviewed on a case by case basis, taking into account extenuating circumstances with the Approved Provider.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010: Sections 167,170
- Education and care Services National Regulations 2011: Regulation 99, 168(2)(f)
- Family Law Act 1975 as amended 2011
- National Standards, Quality Area 2: Children's Health and Safety

Nominated Supervisor is responsible for:

- Ensuring a child does not leave the service except with a parent/guardian or authorised nominee.
- Ensuring that educator to child ratios are maintained at all times when children are in attendance of the service-refer to Supervision of children Policy. In the improbable event of being under ratio the nominated supervisor will be required to contact the Education Director and HR to inform them of the situation.
- Ensuring that the attendance record is signed by parent/guardian/authorised nominee detailing the child's time of arrival and departure from the Preschool.

Parents/Guardians are responsible for;

- Completing and signing the authorised section of their child's enrolment form before the child attends the service.
- Informing the service (by phone call, email, Facebook message) if someone other than themselves is collecting their child for the first time, providing details of the person's name and relationship to the child/family.
- Not leaving a child unattended at the service at any point in time until the Preschool gates have opened at 8:30am and the child has been signed in at the service.
- Ensuring adequate supervision is maintained of their children at all times whilst they are on the premises of the service including siblings.
- Ensuring that entry and exit doors and gates are safely closed when entering and leaving the service.
- Inform the Preschool of any family court orders or intervention orders in place and provide the centre with a copy of these orders. Unless otherwise provided by a court order, the current family law act 1975 states that each parent has equal responsibility for their child, meaning each parent is entitled to fully participate in their child's preschool activities and have equal rights to access all documentation relating to each child, including reports and newsletters. DfE Legislation and Legal

service unit are available to clarify circumstances and support enrolments on 8226 1555.

- Volunteers and students at the service are responsible for following this policy and its procedures.

Delivery and Collection of Children Policy, revised February 2021. Next review February 2022.

Approved by Director: Heather Honan

Approved by Governing Council Chairperson: Name: Abby Walker