



Fraser Park Preschool-7 School



Government of South Australia
Department for Education

25-27 Burdekin Avenue
Murray Bridge SA 5253
Phone: (08) 85313090
Fax: (08) 85310001

michelle.kamma750@schools.sa.edu.au

Principal: Michelle Kamma

Delivery and Collection of Children Policy

NQS

QA2	2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA6	6.1.1	Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
QA6	6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.

National Regulations

Regs	99	Children leaving the education and care service premises.
	168(2)(k)	Policies and procedures are required in relation to enrolment and orientation.
	171	Policies and procedures to be kept available.

Aim

Pulyeri recognises the responsibility involved in the arrival and departure of children to and from the service. In doing so, we have formulated the following procedures to ensure the safety of all children, parents and staff.

The following procedure must be adhered to at all times to ensure the safety of the children.

Arrival:

- All children must be signed IN by their parent or responsible person. This also assists educators in the event of evacuation of the service.

- To ensure each child is cared for at all times, educators will greet and receive the child at all times.
- If parents will be away from their regular place of work or phone number, they are required to leave a contact phone number in case of emergency.

Departure:

- Nominated Supervisors are to ensure that the Authorised Nominee pick-up list for each child is kept up to date.
- No child will be released into the care of any persons not known to educators. If educators do not know the person by appearance, the person must be able to produce some form of photo identification to prove that they are an Authorised Nominee as listed on the child's enrolment forms.
- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of identification.
- Children will only be released to the enrolling parent/guardian or a person nominated, who is 16 years or older.
- 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, the child must not be released into the care of that person.
- If a parent phones to notify us that someone else is to collect the child, staff will identify the parent by voice if possible (or find another staff member that can) and write all details in the Directors diary **and** on the daily roll sheet.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, the educators are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. Educators are to suggest that they contact another parent or Authorised Nominee from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another Authorised Nominee, educators are to inform the police of the circumstances, the person's name and vehicle registration number.
- 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 or Authorised Nominee. This also assists educators in knowing who has left Pulyeri
- At the end of each day educators must check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after Pulyeri closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.

Individuals visiting our service must also sign in when they arrive at the service, and sign out when they leave. Details of absences during the day must also be recorded.

Sources:

Education and Care Services National Regulations 2017

Review

The policy will be reviewed every 2 years. The review will be conducted by:
Governing Council, Employees, Families, and Interested Parties.

Review	Changes made	Reason
May 2018	NQS Elements	NQS Update

Revised May 2018 Ratified October 2018