

### *Link to National Quality Standard*

*2.2 Each child is protected.*

*6.1.1 Families are supported from enrolment to be involved in the service and contribute to service decisions.*

*7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.*

### **Procedure:**

1. Enrolment information must be provided on current approved enrolment forms before children are able to attend preschool along with required documentation as per requirements of the Department.
2. The names and contact numbers of collection authorities and emergency contacts are to be listed on each child's enrolment form.
3. The preschool attendance roll will be marked at the beginning of each preschool session.
4. Children attending preschool must be signed in upon arrival at the centre and signed out by a parent / collection authority.
5. Children are not to be left unattended by their parent/carer before preschool commences at the starting time of 8:30am, when staff will take over responsibility and duty of care of the children.
5. Children arriving by school bus will be signed in by a staff member and signed out by a parent / collection authority or staff member if returning home on a school bus.
6. Families will be contacted by SMS straight after the morning group time when their child has been marked as absent and no explanation has been provided.
7. Accurate preschool attendance data will be provided to the Department for resourcing and reporting purposes.
8. Preschool attendance must be recorded on EMS on a regular basis.
9. Sign in sheets will be filled out daily and will include:
  - Date of attendance
  - Full name of each child
  - Time of arrival (to be amended if a child arrives after the session starting time)
  - Time of departure (to be amended if a child departs before the session finishes)
  - A parent/caregiver will sign a child in/out every day they attend.
  - A staff member signature if the child enters and exits via bus.
10. Once on site, children may only leave the premises if:
  - The child is given into the care of a parent/carer of the child, or
  - The child is given into the care of a collection authority listed on the child's enrolment form, or
  - The child is given into the care of a person for whom written authorization from the child's parent has been provided, or
  - The child is taken on an excursion and written consent has been obtained, or
  - The child requires medical care, or
  - An emergency situation (including a rehearsed emergency evacuation) arises
11. When a person arriving to collect a child is unknown to staff the parent / caregiver will be contacted so the identification and authorization of the collecting person can be confirmed prior to the child being given into their care.
12. If a child is not collected at the end of a preschool session, the family will be contacted. If the family is unable to be contacted then another listed emergency contact will be rung.

13. Attendance records will be stored securely at the centre.

14. The Centre must be notified of any court orders at enrolment or when they arise.

15. The Centre must be notified if there is a restriction of access in place.

- All reasonable precautions will be taken to ensure only the residential parent can collect the child.
- A description and photo of the restricted member must be supplied to the Centre and retained in the office for identification purposes.

16. If the unauthorized parent arrives to collect his / her child, staff will instruct the unauthorized parent that:

- There is a legal document in place
- The issue cannot be discussed
- That he/she must leave or the police will be called
- Wherever possible, the child will be moved to an area so to avoid direct contact with the unauthorised parent/person as necessary and supervised closely until safe.

17. Staff may not prevent a parent accessing the child if there is no legal documentation.

18. In the event of a threat to staff / children, the police then the residential parent will be called immediately.

*Signed:*

Director – Simone Shevchenko

Chairperson – Narelle Miller