





Adopted:	29 th April 2019
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Signed Governing Council Vice Chair:	
(Governing Council Chair Name)	Claire Mincham-Trowbridge
Signed Acting Director:	
(Director Name)	Hayley Perry

Arrival and Departure of Children Policy

To ensure the safety of children at our Service our Arrival and Departure policy is strictly adhered to, allowing only nominated authorised persons to collect children at any time throughout the day. The daily sign in and out register is not only a legally required document to record children's attendance but also used as a record of the children on the premises should an emergency evacuation be called.

If a child at the service appears to be missing or cannot be accounted for, or appears to have been taken or removed from the service premises in a way that breaches the National Regulations, it is considered a serious incident and the regulatory authority must be notified within 24 hours of the incident.

KICS must comply with all regulations in accordance with Court Orders and children under the Guardianship of the Minister.

Rationale

We aim to ensure the protection and safety of all children, staff members, and families accessing the Service. Educators and Staff will only release children to an authorised person as named by the guardian on the individual child's enrolment form.

Scope

This policy applies to children, families, employees, management and visitors of KICS.

Implementation

Guidelines for delivery and collection of children are put in place to ensure the safety and wellbeing of each individual child.

Arrival –

- In order for children to feel secure and safe, it is important that children and families are greeted upon arrival by a member of staff and have the chance to say goodbye to the person dropping them off. Saying goodbye helps to build trust, while parents/guardians leaving without saying goodbye could cause the child to think they have been left behind.
- All children need to be signed in by an authorised person: Note that the signing in of a child is verification of the accuracy of the record. Information required on the register includes the time and the signature of the person dropping off the child. The guardian/collection authority must also advise Educators or Admin who will be collecting the child/children.
- Ensure that all adults who have collection authority understand the process for arrival and departure of children. Children will only be released to collection authorities. Guardians are required to complete and sign a form to verify any new collection authority.
- Preschool teachers will maintain the attendance record for each session. These attendances will be confirmed into the Early Years System. All children should be delivered to and collected from the Educators unless otherwise arranged with the Director (e.g. Bus children for Preschool).

- In the case of a particular person (including a biological parent) being denied access to a child, the service requires a written notice (court order) from a court of law.
 - Educators will attempt to prevent that person from entering the service and taking the child; however, the safety of other children and Educators must be considered.
 - Educators will not be expected to physically prevent any person from leaving the service.
 - In such cases, the parent with custody will be contacted along with the local police.
 - Where possible the Educator will provide police with the make, colour, and registration number of the vehicle being driven by the unauthorised person, and the direction of travel when they left the Service.
 - A court order overrules any requests made by guardians to adapt or make changes.
- 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, educators will:
 - Discuss their concerns with the person, without the child being present if possible, and
 - Suggest they contact another guardian or authorised nominee to collect the child.
 - If the person insists on taking the child, Educators will inform the police of the circumstances, including the name of the person, and if possible, the make, colour, and registration number of the vehicle being driven, and the direction of travel when they left the Service.
- Educators cannot prevent an incapacitated parent from collecting a child but must consider their obligations under the relevant child protection laws.
- At the end of each day Educators will check indoor and outdoor premises including all rooms and storage rooms, beds and cots, and storage sheds to ensure that no child remains on the premises after the service closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.
- Details of absences during the day will be recorded.

Visitors –

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our Service must sign in when they arrive at the service and sign out when they leave. It is also a requirement of the National Regulations that Visitors are not left alone with children at any time.

Late collection –

- If you know that you are going to be late, please notify the relevant site: If possible, make arrangements for someone else to collect your child and notify KICS. Admin stop answering the landline number at 4:45pm. If you need to make emergency contact after 4:45pm please call the relevant mobile number –
 - Kingscote Centre Based Care (KCBC) – 0418 822 524
 - Penneshaw Centre Based Care (PCBC) – 0418 225 657
 - Out of School Hours Care (OSHC) – 0428 553 241

The mobile numbers are not for bookings or absent notifying. They are for emergency contact in regards to your child in care on that day after 4:45pm.

- If you have not arrived by 1.00pm or 6:00pm at KCBC, PCBC or during Vacation Care/Pupil Free Days and 6.15pm for After School Care you will be contacted. If we are unable to contact you and your child has not been collected, we will call collection authorities and emergency contacts as listed on your enrolment form to organise the collection of your child.