

# Delivery and Collection of Children Procedure

## NQS

QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
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## National Regulations

Regs	99	Children leaving the education and care Kindergarten premises
	158	Children's attendance record to be kept by approved provider

## Aim

To ensure the safety and wellbeing of children at all times.

## Related Policies and Procedures

DE Child protection

Enrolment

Family Law and Access

Incident, Injury, Trauma and Illness

DE Attendance Recording

## Implementation

The Nominated Supervisor, educators, staff and volunteers will adhere to the following procedure at all times to ensure the safety of children.

Children and families will not be allowed to enter our building for education and care prior to the advertised operating hours of the Kindergarten.

### Arrival:

- All children must be signed in by their parent/caregiver or person who delivers the child to our Kindergarten. If the parent/caregiver or other person forgets to sign the child in they will be signed in by the nominated supervisor or an educator.
- An educator will greet and receive each child to ensure the child is cared for at all times.
- A bag hook will be made available to children and their families.

### Departure:

- All children must be signed out by their parent/caregiver or person who collects the child from

our Kindergarten.

- Children can only be collected by a parent/caregiver, an authorised nominee named on their enrolment record, or a person authorised by a parent/caregiver or authorised nominee to collect the child. Children may leave the premises if a parent/caregiver or authorised nominee provides written authorisation for the child to leave the premises, including authorisation to go on an excursion (please refer Excursion Policy).
- No child will be released into the care of an unauthorised person. If the person becomes aggressive or violent and will not leave the premises the Nominated Supervisor or educator will:
  - ensure the safety of all children and adults at the Kindergarten, and implement lockdown procedures if required
  - ring the police on 000.
- Nominated Supervisors will ensure that the authorised nominee pick-up list for each child is kept up to date. It is our procedure that we do not allow anyone under the age of 16 to collect children.
- No child will be released into the care of anyone not known to educators. Parent/caregivers must give prior notice where:
  - the person collecting the child is someone other than those mentioned on the enrolment form (eg in an emergency) or
  - there is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.

If educators do not know the person by appearance, the person must be able to produce some photo identification. If educators cannot verify the person's identity they will be unable to release the child into that person's care.

- 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, if possible without the child being present
  - suggest they contact another parent/caregiver or authorised nominee to collect the child.
  - educators will inform the police of the circumstances, the person's name and vehicle registration number if the person insists on taking the child. Educators cannot prevent an incapacitated parent/caregiver from collecting a child but must consider their obligations under the relevant child protection laws.
- If a child has not been collected by the time, we are due to close the Kindergarten, the Nominated Supervisor will:
  - attempt to contact the parent/caregivers or other authorised nominees. (Earlier attempts may have also been made to contact the parent/caregivers and nominees)
  - leave a voicemail or SMS message on the parent/caregiver's phone if they do not answer advising he or she will wait up to 30 minutes before ringing the police or Child Protection Hotline
  - wait for 30 minutes and, if the parent/caregivers or authorised nominee has not arrived, ring the police or Child Protection Hotline for guidance on the appropriate action to take.
- At the end of each day educators will check the premises including outdoors and indoors to ensure that no child remains on the premises after the Kindergarten closes (refer Lock Up Policy).

- Children may leave the premises in the event of an emergency, including medical emergencies.
- Details of absences during the day will be recorded.

## **Review**

The procedure will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: August 2016**

**Date for next review: August 2017**

## **Sources**

**Education and Care Kindergartens National Regulations 2011**

**Early Years Learning Framework**

**National Quality Standard**

**Work Health and Safety Act 2012**

**Work Health and Safety Regulation 2012**