

Delivery and Collection of Children Policy

Rationale: Child safety is of paramount importance to all of us who live and work with children and in our fast, busy lives sometimes shortcuts are taken to lessen time however they may increase the danger to children. Therefore new procedures have been put in place to protect the children.

Procedure:

It is not safe to leave children in the yard without supervision. Staff are responsible for children at 9am and not before unless prior arrangements have been made. This incurs a cost.

On arrival parents/caregivers sign their child in on the attendance sheet which is located on the trolley by the entrance door.

If parents are unable to collect their child at the end of the session e.g. at the doctors or checkout etc. they are required to notify the centre. This is then recorded in the communication book which is located on the kitchen bench.

Prior notification is also required if persons other than those listed on the enrolment forms come to collect the child.

At the end of every session staff and children gather inside on the mat for staff to farewell the children individually. Children who have not been collected will remain inside with staff until collected. After efforts have been made to contact families, Families SA will be contacted.

A responsible person needs to collect the child at the end of the session and if staff have any concerns they will contact the families for clarification.