



DELIVERY AND COLLECTION OF CHILDREN PROCEDURE

NQS: QA 2 – CHILDREN'S HEALTH AND SAFETY Regulation 168

AIM

This procedure outlines the process for ensuring the safe arrival and collection of children enrolled and attending both the kindergarten and Occasional Care programs.

DELIVERY AND COLLECTION OF CHILDREN TO PRESCHOOL AND OCCASIONAL CARE

Parents and caregivers are asked to observe the start and finish times for all sessions.

Preschool hours: Monday, Tuesday, Thursday Friday: 8.30am arrival
3.00pm collection

Wednesday: 8.30am arrival
12.30pm collection

Occasional Care hours: 9.00am arrival or 12.15pm arrival
11.45am collection 3.00pm collection

Arrival

- Upon arrival children need to be signed in by a parent or guardian on the daily attendance sheet (noting time).
- Where families are early the parent/guardian with the child should be encouraged to stay with the child or play at the park as educators are still preparing the play space and activities
- Parents/caregivers are able to leave once their child is signed in, has completed their morning jobs, been greeted by educators and settled. Educators can help with this transition if required.

Collection

- Children need to be signed out by a parent or guardian on the daily attendance sheet (noting time).
- Children can only be collected by either their parent, guardian or authorised adult as indicated on the child's enrolment form.
- If a child is being collected by someone other than the authorised parent or guardian staff must be informed by the child's parent, guardian or authorised nominee (as indicated on the enrolment form). A 'Collection of Children Authorisation' form must be completed either prior to or soon after to ensure that the child's enrolment records can be amended as required. Please note: Details of the person must be collected, including personal identification.
- Upon collection of a child families are encouraged ask any questions or provide any information relevant to their child if they wish. Staff can use this opportunity to approach parents and share information about children's learning and wellbeing throughout the day.
- If a staff member needs to share information about a specific injury or incident they should indicate via a note on the Daily Attendance Sheet that they wish to speak to the person responsible for picking up the child.

Late collection

If a child is not collected by 3 pm educators will:

- Call the parent/guardian by 3:15pm.
- If the parent/guardian cannot be contacted educators will contact the next person and subsequent people on the child's enrolment record.
- IF NO PARENT, GUARDIAN OR AUTHORISED PERSON CAN BE CONTACTED BY **4.00PM**, EDUCATORS WILL CALL FAMILIES SA OR POLICE – 131 444
- At least 2 staff members will stay with the child at the centre until alternative care arrangements can be made.

INTERVENTION ORDERS

- If an **intervention order** exists and the defendant attempts to collect a child from the centre staff should **contact police**.
- If it is safe to do so, staff should make an attempt to persuade the defendant in breach not to pursue the course of action intended. Staff closest to the child should stay with the child and support their safety and wellbeing at the centre. If a defendant continues to insist on conduct at the site that is inconsistent with the terms of the intervention order, then a **shelter in place** may be necessary.
- Under no circumstances should staff allow themselves to be placed in a position of danger when trying to resolve any problems that may arise. Staff must not physically restrain defendants in breach of an intervention order. If a defendant is abusive towards any staff, uses or threatens to use physical violence or refuses to leave the site when directed to do so, police must be immediately contacted.
- It is not the role of any staff to act as an adjudicator in disputes between individuals in relation to intervention orders. Staff can only be expected to uphold the efficacy of an intervention order where it is reasonably practicable and safe to do so.
- A protected person **cannot** give permission for the breach of an intervention order for the purpose of collecting a child. Even if the protected person agrees to the defendant disobeying the order, the defendant is breaching the order and is committing a criminal offence and liable to a punishment of up to 2 years imprisonment.

The centre has the right and responsibility to use their judgement to contact outside authorities in the case of a parent/guardian arriving at the Centre in an unfit state to collect children. An "unfit state" may refer to, but is not limited to being affected by drugs or alcohol, appearing emotionally unstable or seriously and adversely affected by an illness that makes controlling a vehicle or supervising children unsafe.

If a parent/guardian arrives to collect children in an unfit state, centre staff:

- Do not have the right to stop children leaving the centre with a parent/guardian
- Can offer the parent/guardian a coffee/water and offer to phone an emergency contact or taxi.
- Can contact the police.
- Must document the incident on an incident report form and report to the Director.

*Reviewed April 2023, Interim review February 2024
Revision dates: 2020*

*Endorsed by Governing Council:
Next review April 2025*

*To be reviewed biannually by the Director in consultation with staff and families and endorsed by the Governing Council.

Source:

[Intervention orders procedure \(edi.sa.edu.au\)](https://www.edi.sa.edu.au)



Mitchell Park Kindergarten

Collection of Children Authorisation Form

I _____ as the Parent/Guardian or authorised nominee
authorise _____ to collect my child,
_____ from Kindergarten.

Date of Authorisation _____

Relationship to the Child _____

Signature of Person providing Authorisation _____

Period of Authorisation: From _____ (date) to _____ (date)



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