

Port Pirie West Children's Centre

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Policy 10: Safe Arrival and Collection

National Quality Standard 2.2.1

Education and Care Services National Regulations (2011 S1 653) (Division 6A)

Rationale

The busiest times of an educator's day are often the times when children are coming into preschool and when they are leaving preschool for the day. These are the times when families and educators need to exchange information. Planning for these times can assist parents, children and educators to share information and complete the necessary paperwork while ensuring the safety of children.

Preschool services must:

- collect enrolment data using the department's approved preschool enrolment form
- ensure that an accurate attendance record is maintained for each child, every day that a service is in operation
- collect and provide accurate attendance and enrolment data to fulfil the requirements of the department's resource allocation and national reporting processes
- manage enrolment and attendance through the department's Education Management System (EMS)
- ensure a child recorded as attending the service only leaves the premises when:
 - given into the care of a parent or guardian of the child
 - given into the care of an authorised nominee named in the child's enrolment record
 - given into the care of a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child
 - given into the care of Port Pirie Child Care Centre with written authorisation from the child's parent
 - taken on an excursion with written authorisation in accordance with [regulation 102\(4\)](#) and the [camps and excursions procedure](#)
 - transported by the service or transportation arranged by the service (other than as part of an excursion) with written authorisation in accordance [regulation 102D\(4\)](#) and the [safe transportation of children procedure \(PDF 274.4KB\)](#)
 - they require medical care
 - there is an emergency (including rehearsed emergency evacuations).

A parent or authorised nominee unknown to staff must provide proof of identification before the child is given into their care.

The attendance record

The attendance record will include:

- date of attendance
- full name of each child
- time of arrival (to be amended by exception if a child arrives after the session starting time)
- time of departure (to be amended by exception if a child leaves before the session finishes)

- The signature of the person who delivers and collects the child. *The nominated supervisor or an educator may sign the child's arrival or departure time, where this has not been completed by a parent, guardian, or authorised nominee.*

The accuracy of the attendance record must be confirmed daily by the signature of either:

- the nominated supervisor
- an educator authorised by the director.

The attendance record must include all children present in the service, at any time during operation.

Attendance records may be in a daily or weekly format, dependent on the size and complexity of a service. The attendance sheets available from the EMS are the required format for preschools to use to record children's attendances.

Attendance records are to be kept at a service for a 12-month period. After a period of 12 months, sites may seek off-site storage through the Records Management Unit, email education.recordsmanagementunit@sa.gov.au or continue to store the records on-site until disposal action is approved by the Records Management Unit.

To ensure children are given into the care of appropriate persons, educators must be informed of (and provided with a copy of) any parenting or consent orders that apply to a child in preschool.

Responsibilities

Educators will:

- personally receive children into and farewell children from preschool
- plan strategies for communicating with families about their children and provide regular information to families about their child's experiences, routines and interactions
- make sure personal information about a child or family is not discussed in front of others
- ensure the parent/authorised person who delivers/collects the child, records the arrival/departure time and initials this on the attendance record. *The nominated supervisor or an educator may sign the child's arrival or departure time, where this has not been completed by a parent, guardian, or authorised nominee*
- record any absence and the reason for the absence on the attendance record
- ensure that children are collected by authorised persons. When this is not possible (i.e., due to unforeseen circumstances) the authorised person will need to provide details and a description of the person who will collect the child. The collecting person, if unknown to the service, is to provide identification.

LATE COLLECTION OF CHILDREN

Procedures:

1. If the parent/guardian has not contacted the Centre, and the child has not been collected from Preschool within 10 minutes of the end of the Preschool session, staff will attempt to telephone the parent/guardian. If no contact is made with the parent/guardian, the emergency contacts listed on the child's enrolment form will be telephoned to arrange for the child's immediate collection. Educators will continue to attempt to make contact with the parent/guardian and emergency contacts listed. At all times the NQS staffing ratio will be adhered to and details of this late collection will be recorded.
2. If no one can be contacted and the child has not been collected 30 minutes after the end of session. The responsible person will contact the preschool

director and Local Police to request a Family Welfare Check. An E-Carl report is required.

3. If the child is collected by authorised personnel outside business hours and still no contact made with the parent/guardian and emergency contacts, staff will message the family.

Families will:

- record the arrival and departure time (within nearest 5 minutes) and initial each entry on the attendance record
- discuss appropriate alternative arrangements with the educator if unable to personally deliver or pick up their child
- provide permission to the educator for another adult to deliver or pick up their child if they are unable to do so. If this person is unknown to the service, photo ID must be shown when child is collected
- provide the educator with information about their child's health and wellbeing which may impact on their preschool experience

The Preschool Director will ensure an annual risk assessment and procedure is reviewed in relation to safe arrivals from any education or education and care service in accordance with the Education and Care Services National Regulations (2011 S1 653), division 6A, regulation 168(2)(gb), 102AAB(1) and in collaboration with the services involved, ensuring educators are aware of their obligations to ensure the safe arrival of children. Reviews should also take place as soon as practicable after becoming aware of any circumstances that may affect the safe arrival of children travelling between an education and care service and any other education or early childhood service.

Resources

Preschool attendance recording procedure:

[https://edi.sa.edu.au/library/documentlibrary/](https://edi.sa.edu.au/library/documentlibrary/controlled-procedures/preschool-attendance-recording-procedure)

[controlled-procedures/preschool-attendance-recording-procedure](https://edi.sa.edu.au/library/documentlibrary/controlled-procedures/preschool-attendance-recording-procedure)

Child protection in education and early childhood services policy.

<https://edi.sa.edu.au/library/document-library/controlled-policies/child-protection-in-education-and-early-childhood-services-policy>

Attendance, delivery and collection of preschool children:

<https://edi.sa.edu.au/operations-andmanagement/school-preschool-and-fdc-admin/preschool-and-early-childhoodmanagement/attendance-delivery-and-collection>

National Quality Standard 2.2

Education and Care Services Law and Regulations 2011 SI 653 1/10/2023 Division 6A
– Safe Arrival of Children

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