



Delivery and Collection of Children

Reviewed: 5/08/2019

Next Review: August 2020

Education and care services regulation/s	<ul style="list-style-type: none"> • Regulations 168(2)(f) Education and care service must have policies/procedures • Regulation 99 Children leaving the education and care service premises
NSW Department of Education policy, procedure or guidelines	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • The Preschool – Obtaining parents' authorisation and consent procedure (PDF 118.09KB) document provides guidelines to department preschools to ensure that the mandatory authorisations are obtained from families • Application to enrol in a NSW government preschool
National Quality Standard(s)	<p>2.2.1: Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard</p> <p>2.2.3: Child Protection Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.</p> <p>7.1.2: Management Systems Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>
Preschool Handbook reference	<ul style="list-style-type: none"> • Preschool Handbook Wellbeing page 39 – 40 Appendix 2.5 – Preschool Arrival and Departure Register page 50 Appendix 2.6 – Arrival and Departure Procedures page 51
School policy or procedure	<p>Oak Flats Public School Wellbeing Framework Oak Flats Public School Care and Supervision Policy</p>

Introduction

This procedure relates to the arrival and departure of children at Oak Flats Public School Preschool. It is the responsibility of staff and families to ensure the safe arrival and departure of children and the completion of required documentation. Practical and safe arrivals & departures will promote a smooth transition between home and preschool and confirms children's presence or absence from the service along with their safe care and custody.

Aim

Oak Flats Public School Preschool will:

- Ensure the safe and documented arrival and departure of children to and from the centre.
- Support children in settling into the service each day and experience quality education and care through continuity of educators and positive interactions within the centre.

Implementation

The Approved Provider or Nominated Supervisor will ensure:

- A record of attendance, kept at the centre, includes full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator.
- A child will leave the centre only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)

The Educators will:

- Review the **Sign In and Out Sheets**. Where parents or authorised persons have not signed in, a staff member will note that the child is in attendance. Families will be reminded to complete this record.
- Ensure that two staff members verify all children have been signed out of the centre. If a child is not signed out educators/ staff members will check all areas of the centre to ensure no child remains and/or phone and check with parent as to who collected the child. This will be confirmed via a statement by the educators on the **Sign In/Out Sheet**.
- Receive the children directly from their parents, or other authorised person, and are not to release them into the care of any unauthorised person. If an unknown person is unable to prove their identity, and is seeking to collect a child, the principal and/or the child's parent will be contacted to seek advice.
- Request a 'written permission' from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the centre. Where a parent or other authorised person is unable to collect the child, a parent may verbally authorise another person to collect the child. Parents are required to provide relevant details regarding that person's identity and ensure that the staff can easily identify the person, for example on presentation of a driver's licence.
- Allow a child to leave the centre only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children at the centre. Our Child Protection Policy will be enforced at all times and appropriate authorities notified as necessary.

Families/family member or delegated authority will:

- Sign each child in and out of the centre upon arrival and at the time of departure, on the class **Sign-In/Sign-Out Sheets** with a full signature.
- Remain responsible for their child whilst they are at the preschool.

The Education and Care Services National Regulations (regulations 99 & 158) require that staff pay attention to the arrival and departure of children in the preschool to ensure their safety.

Arrival and Departure Experience for the Child and their Family

The Nominated Supervisor will ensure that:

- On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that sign-in sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
- Rosters are developed to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

- Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
- Welcome families and find out about the child's needs for the day.
- Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
- Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.
- Ensure children will not be left in the preschool grounds without adult supervision.

Families/family member or delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

Arrival:

- The arrival and departure register is to be completed and should include the date and time of the child's arrival and must be signed by the person accompanying the child.
- On arrival each child is greeted by a staff member. Children must not be left in the building or the playground without staff being made aware of their arrival.
- Parents who arrive early should stay with their children until the specified preschool starting time or until a staff member provides access to the classroom at 9:00am.
- On arrival parents may assist their children to put their belongings in the appropriate place and accompany them to the classroom.
- Parents are asked to inform staff of any changes regarding the collection of their child that day. These changes should be noted on the arrival and departure register for that day.

Departure:

- The arrival and departure register is to be completed with the time of the child's departure from the preschool and must be signed by the adult collecting the child.
- Parents are requested to inform a staff member of the child's departure.
- If a parent is late in collecting their child, they must notify the preschool by telephone. The staff will explain the situation to the child to alleviate anxiety.
- Parents who have not arrived by (3:10pm) will be contacted by the school. If they are not available, the emergency contact will be telephoned.
- If an emergency arises regarding a change to departure, parents are requested to ring the preschool to notify of the changes.
- Where a parent or other authorised person is unable to collect the child, a parent may verbally authorise another person to collect the child. Parents are required to provide relevant details regarding that person's identity and ensure that the staff can easily identify the person, for example on presentation of a driver's licence.
- Staff will not allow a person to collect a child who has not been authorised by the parent. If a parent is unable to be contacted, then the child will remain in the school's care.

- If a person unknown to staff arrives to collect the child and authorisation has not been received, staff should not allow the child to leave until authorisation has been obtained.
- When collecting their own child parents are asked to ensure the safety of other children by making sure the front door is closed.

Additional considerations may include:

- An invitation for parents to stay for a short while on arrival and prior to departure, to share some of their child's learning experiences.
- The need for specific arrival and departure routines for individual children.