

# Namadgi School Preschool Unit

## Delivery and Collection of Children Policy

**Development:** 2013

**Reviewed:** 2015

**Renewal date:** 2017

**Related Policies and Procedures:**

**Procedures:**

(PS3) Safe Collection of Children Procedures

(PS4) Safe Delivery of Children Procedures

**Forms:**

(FS1) Authorisation form

(FS2) Additional Authorised Nominee

### **PURPOSE**

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending Namadgi School Preschool Unit.

### **POLICY STATEMENT**

#### **1. VALUES**

Namadgi Preschool is committed to:

- ensuring the safe delivery and collection of children being educated and cared for at the service
- meeting its duty of care obligations under the law.

#### **2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Namadgi Preschool.

#### **3. BACKGROUND AND LEGISLATION**

##### **Background**

A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to Supervision of Children Policy). The child may only leave the service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. (An authorised person must be 16 years of age or over. An authorised person does not include a parent who is prohibited by a court order from having contact with the child). An exception is made in the event of a medical or other emergency and for excursions. Individual situations will be considered upon request from the parent/carer and alternative arrangements agreed upon, with written authorisation from the parent/carer.

## **Legislation and standards**

Relevant legislation and standards include but are not limited to:

Children and Young People ACT 2008

Education and Care Services National Law Act 2010: Sections 167, 170

Education and Care Services National Regulations 2011: Regulations 99, 168(2)(f)

Family Law Act 1975 (Cth), as amended 2011

National Quality Standard, Quality Area 2: Children's Health and Safety

Standard 2.3: Each child is protected

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

## **4. DEFINITIONS**

**Attendance record:** Kept by the service to record details of each child attending the service (class roll) including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

**Authorised nominee:** (In relation to this policy) a person, 16 years or older, who has been given written authority by the parents/guardians of a child to collect that child from the preschool. These details will be kept with the child's enrolment form.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Inappropriate person:** A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

**Unauthorised person:** (in relation to this policy) is a person who is not a parent/guardian, family member, authorised nominee, emergency services or medical personnel, or a person who holds a current Working with Children Check card or is under 16 years of age.

## **PROCEDURES**

### **The Nominated Supervisor is responsible for:**

- ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these (refer to Attachment 2 – Authorisation Form) or in the case of a medical emergency or an excursion, ensuring a child is not taken outside the preschool premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee

- ensuring that educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of Regulations 123 and 360
- ensuring children are adequately supervised at all times
- following the authorisation procedures to ensure the safe collection of children
- following the procedures for late collection of children

**Educators are responsible for:**

- ensuring the attendance record is signed by the parent/guardian late arrival & early pickup detailing the child's time of arrival and departure from preschool (Regulation 158(1)), and the class roll is completed.
- developing safety routines for the mass arrival and departure of children from the service
- refusing to allow a child to depart from the service with a person who is not the parent/guardian or authorised nominee, or where there is not written authorisation of one of these
- implementing the authorisation procedures in the event that a parent/guardian or authorised nominee telephones the service to advise that a person not listed as an authorised nominee will be collecting the child
- contacting the parents/guardians or authorised nominees if an unauthorised person arrives to collect a child from the service
- following procedures in the event that an inappropriate person (refer to Definitions) attempts to collect a child from the service
- informing the Office for Schools by the Nominated Supervisor as soon as is practicable, but within 24 hours, if a child has left the service unattended by an adult or with an unauthorised person (refer to Definitions)
- following procedures for the late collection of children
- maintaining educator-to-child ratios at all times children are in attendance at the service (including when children are collected late from the service)
- ensuring the entry/exit doors and gates are kept closed during program hours

**Parents/guardians are responsible for:**

- completing and signing the authorised nominee form before their child attends the preschool
- signing and dating permission forms for excursions
- signing the attendance record as their child arrives late or departs early from preschool
- ensuring educators are aware that their child has arrived at/been collected from the preschool
- collecting their child on time at the end of each session/day
- alerting educators if they are likely to be late collecting their child
- supervising their own child before the session and after the session
- supervising other children in their care, including siblings, while attending or assisting at the preschool