

Oak Flats Public School Preschool

Delivery and collection of children procedure



Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2. Children's Health and Safety 2.2 Safety 7 Governance and Leadership 7.1 Governance	Regulation 99 Children leaving the education and care service premises Regulation 158 Children's attendance record to be kept by approved provider Division 2 Policies and Procedures	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent Code of conduct
Pre-reading and reference documents		
ACECQA procedure guidelines Keeping children safe when they arrive and leave your service		
Related Preschool Procedures		
<ul style="list-style-type: none"> ● Acceptance and refusal of authorisations ● Enrolment and orientation ● Excursions ● Staffing 		
Introduction		
<p>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</p>		

departure of children and the completion of required documentation. Practical and safe arrivals & departures will promote a smooth transition between home and preschool and confirm children's presence or absence from the service along with their safe care and custody.

Regulation 99 of the Education and Child Care Services Regulations states that:

A child may only leave the relevant premises if the child --

(a) is given into the care of --

(i) a parent of the child; or

(ii) an authorised nominee named in the child's enrolment record; or

(iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or

(b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or

(c) is taken on an excursion in accordance with this Division; or

(d) is given into the care of a person or taken outside the premises --

(i) because the child requires medical, hospital or ambulance care or treatment; or

(ii) because of another emergency

Staff roles and responsibilities

School principal

The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.

The principal is responsible for ensuring:

- the preschool is compliant with legislative standards related to this procedure at all times
- all staff involved in the preschool are familiar with and implement this procedure
- all procedures are current and reviewed as part of a continuous cycle of self- assessment.

Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none">● analysing complaints, incidents or issues and what the implications are for the updates to this procedure● reflecting on how this procedure is informed by relevant recognised authorities● planning and discussing ways to engage with families and communities, including how changes are communicated● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none">● all staff in the preschool and daily practices comply with this procedure. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool.● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers● being actively involved in the review of this procedure, as required, or at least annually● ensuring the details of this procedure's review are documented.
Procedure	

Arrival at preschool

- Children remain in the care and under the supervision of a parent or carer whilst they are on the preschool/school premises before 9am and after 3pm . Parents who arrive early must stay with their children in the outdoor foyer until the specified preschool starting time or until a staff member provides access to the preschool at 9:00am. No child is permitted to play on the school play equipment.
- No child is to be left at the preschool or in the school grounds before 9am. If this happens the child will be looked after in the preschool and the parent will be contacted.
- On arrival at the preschool premises, each parent or carer must sign the arrivals and departures register, noting their time of arrival.
- A record of attendance (*Arrivals and Departures register*), kept at the preschool on the table in the foyer includes the full name of each child attending (pre-filled), arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator. It also includes total children in attendance, a space for notes, the date and an end of day verification that no child remains on the premises that is to be signed by the staff.
- Educators are responsible for familiarising themselves with the register.
- If a child is suffering separation anxiety, the teacher will collaborate with their parent or carer to develop a goodbye routine to support them.
- Staff 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.
- The environment is set with familiar areas for children to enjoy when they are settling into the preschool. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
- An educator stays at the preschool entrance to welcome families, assist with separation for both adults and children and find out about the child's needs for the day or changes regarding the collection of their child that day. These changes should be noted on the arrival and departure register for that day.
- An educator performs a head count (shortly after all the children have arrived) and checks that the total number of children in attendance correlates with the number of children signed in. The total number of children in attendance is recorded on the arrivals register, along with the signature of the educator who completed

	<p>the head count. Total children in attendance is also recorded on the school roll on Sentral.</p> <ul style="list-style-type: none">● If a parent or carer has forgotten to sign their child in, an educator signs the child in or the register is marked to indicate the child is in attendance. The families are reminded of the sign in procedure the next time they are at preschool.● The arrivals register is monitored throughout the day to ensure it accurately reflects the number of children in attendance and that all children are accounted for. (When will this be done? e.g. at specific transition points during the day)● Children must not be left in the building or the playground without staff being made aware of their arrival.● On orientation and on the first day of enrolment, families are reminded that all children need to be signed in and out as a part of regulatory 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.
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**Collection
from
preschool**

- Children are only able to leave the preschool premises in the care of a parent or carer (unless otherwise directed by a court order), or a person authorised by the parent or carer to collect their child – an *authorised nominee*, *authorised collector*, an *authorised delegate* as a part of an excursion or because the child requires medical care.
- Families record their child's authorised collectors in the preschool enrolment form. This information is collated and communicated to the preschool staff on the *Family Contact Information and Authorisation to Collect Students form*.
- The summary of authorised collectors is stored in a drawer in the preschool foyer which is easily accessible to staff. There is a separate book for each group. Casual and relieving staff are made aware of its location and that they must refer to it during the induction process.
- Documentation regarding each child's authorised collectors is kept current. Families are reminded to let educators know of any changes via the enrolment information session and updates on Kinderloop.
- If a parent or carer wants to make a change to the people they authorise to collect their child, the preschool enrolment form is updated, as well as any record of authorised collectors stored in the preschool.
- When a parent or carer arrives to collect their child from preschool, they sign the arrivals and departures register to confirm the time they are taking the child from the premises.
- After the preschool closes, the premises are checked to ensure no child remains. The educators who complete this check verifies they have done so and that no child remains on the premises by signing and noting the time on the arrivals and departures register. The check is completed at 3 pm by the teacher.
- All educators are responsible for checking the indoor and outdoor environment at the end of the day to ensure no children are left behind and signing the bottom of the Arrivals and Departures register.
- If an educator witnesses a parent or carer taking their child from the premises, but they did not sign the arrivals and departures register, the educator signs the child out. Families are reminded of the sign out procedure the following day.
- If a child is not on the premises, has not been signed out and the educators did not see them leave with their parent or carer, the parent must be phoned immediately to confirm the child's whereabouts.

- If a parent or carer is late to collect their child, they must phone in advance to inform the preschool educators.
- If a parent / carer is habitually late, they will be required to have a meeting with the principal to discuss the matter.
- An uncollected child must stay in the care of the preschool or school until their family, emergency contact or authorised person collects them. They are to be supervised by either the preschool staff or school executive staff. This information is given to parents at the enrollment information session and included in the *Preschool Information* sheet.
- If a parent or carer is late and has not contacted the preschool, they will be contacted to enquire who is collecting their child. If they are not available, the emergency contact will be telephoned.
- Any authorised collector, not already known to the preschool staff, is asked to verify their identity with photo identification.
- A parent or carer may give verbal advice in person, via email or over the phone, that a new person is authorised to collect their child. In this situation, a record must be made by the educator who receives the instruction, of the details. If this person is to become a regular collector, the parent must then update their child's enrolment form to reflect this. Parents are required to provide relevant details regarding that person's identity
- If an emergency arises regarding a change to departure, parents are requested to ring the preschool to notify of the changes.
- 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.
- Educators and staff will always act in the interest of safety for the child, themselves and other children at the preschool. Our Child Protection Policy will be enforced at all times and appropriate authorities notified as necessary.
- The nominated supervisor will be contacted and handle any issues arriving from non-authorised people attempting to collect a child from the preschool.
- 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 gate is closed.
- A staff member stands at the preschool door, welcomes the families at the conclusion of the day and communicates about the child's day. Any important messages will be passed on to families,

	<p>including any changes in the child's routine, accident reports or medication needs.</p> <ul style="list-style-type: none"> • A situation may arise whereby a family requests a person under 18 years of age collect their preschool child. Neither the regulations nor department policy state a minimum age for an authorised collector. In such a situation, the family should be directed to the principal. • It is at the principal's discretion to approve collection by a person under 18, after interviewing the family. • If approved, the collector should be recorded by the family in the enrolment form as an authorised collector.
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Record of procedure's review
Date of review and who was involved
15/09/22 Sarah Beesley
Key changes made and reason/s why
Annual review Align with department's new template
Record of communication of significant changes to relevant stakeholders
Sent to Principal for review 15/09/22 Posted on Kinderloop for parent and community input 19/09/22

Copy and paste a new table to record each occasion the procedure