



# Preschool

St Joseph's Hindmarsh

## Policy

### Delivery and Collection of Children



## NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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## National Regulations

Regs	99	Children leaving the education and care service premises
	158	Children's attendance record to be kept by approved provider

## AIM

To ensure the safety and wellbeing of children at all times.

## RELATED POLICIES

Acceptance and Refusal of Authorisations Policy

Child protection Policy

Enrolment Policy

Family Law and Access Policy

Incident, Injury, Trauma and Illness Policy

Infectious Disease Policy

Out of School Hours Care (OSHC) Delivery and Collection of Children Policy

## IMPLEMENTATION

The Nominated Supervisor, educators, staff and volunteers will adhere to the following procedure at all times to ensure the safety of children.

Children and families will not be allowed to enter our building for education and care prior to the advertised operating hours of the service. The Preschool session commences at 8.45 am. St Joseph's Hindmarsh offers an OHSC service for families who require care for their children prior to opening time and children must not be left unattended in the school grounds.

### Arrival:

- All children must be signed in by their parent or person who delivers the child to our service. If the parent or other person forgets to sign the child in they will be signed in by the nominated supervisor or an educator.
- Children who have attended OHSC will be brought to the service and signed in by OHSC staff.
- An attendance record is checked and signed upon morning arrival by an educator.

The attendance record includes:

- Date of attendance
- Full name of each child
- Time if a child arrives late
- Time if a child departs early
- A signature on a daily basis to confirm the accuracy of the attendance record.
- The attendance record is to include all children present in the service for whom the nominated supervisor is responsible at any time during the service's operation.
- An educator will greet and receive each child to ensure the child is cared for at all times.
- Educators will assess the health and wellbeing of each child. Children who are unwell, including those who have symptoms of a serious infectious disease, or an injury which prevents them from participating in activities, or an injury which a doctor has or would likely say means the child must be excluded from care (eg a head injury) will not be permitted to attend until a letter of clearance is provided by a doctor
- A shelf/storage space will be made available to children for placement of bags and belongings.

## Departure:

- The attendance record is checked and signed by an educator upon collection of children.
- The Preschool session concludes at 3pm.
- Children can only be collected by a parent, an authorised nominee named on their enrolment record, or a person authorised by a parent or authorised nominee to collect the child. Authorisations from parents or authorised nominees must be made in writing, unless parents or authorised nominees are unable to collect the child before the service closes (eg in an emergency). In this case educators may accept verbal authorisation for an alternate person who can be adequately identified to collect the child
- Children may leave the premises if a parent or authorised nominee provides written authorisation for the child to leave the premises, including authorisation to go on an excursion (please refer Excursion Policy).
- No child will be released into the care of an unauthorised person. If the person becomes aggressive or violent and will not leave the premises the Nominated Supervisor or educator will:
  - ensure the safety of all children and adults at the service, and implement lockdown procedures if required
  - ring the police on 000.
- Nominated Supervisors will ensure that the authorised nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 16 to collect children.
- No child will be released into the care of anyone not known to educators. Parents must give prior notice where:
  - the person collecting the child is someone other than those mentioned on the enrolment form (eg in an emergency) or
  - there is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.


If educators do not know the person by appearance, the person must be able to produce some photo identification. If staff cannot verify the person's identity they will be unable to release the child into that person's care

- If a parent appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to collect their child, they will:
  - discuss their concerns with the parent, if possible without the child being present
  - suggest they contact another parent or authorised nominee to collect the child
  - inform the police of the circumstances, the person's name and vehicle registration number if the parent insists on taking the child. Educators cannot prevent an incapacitated parent from collecting a child, but must consider their obligations under the relevant child protection laws
- If an authorised nominee, or person authorised by a parent or authorised nominee, appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, they will not let the child leave with the person. They will contact the parent and advise that another person needs to collect the child
- If a child has not been collected by 3.20pm staff will:
  - (again) attempt to contact the parents or other authorised nominees and inform them that the child will be taken to Out of School Hours Care (OSHC).
  - leave a voicemail or SMS message on the parent's phone if they do not answer advising their child has been taken to OSHC.

## REVIEW

The policy will be reviewed every three years by:

- Management
- Employees
- Families
- Interested Parties



Craig Costello  
Chairperson

Dated: 23<sup>rd</sup> May 2023



Marianne Farrugia  
Principal

Dated: 23<sup>rd</sup> May 2023

## SOURCES

Education and Care Services National Regulations 2011  
Early Years Learning Framework  
National Quality Standard  
Work Health and Safety Act 2012  
Work Health and Safety Regulation 2012

## REVISION RECORD

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