



Periwinkle

PRESCHOOL

for Rudolf Steiner
early childhood education

Delivery and Collection of Children
Quality Area 2: Children's Health and Safety

Policy Statement

Delivery and Collection of Children

Arrival and departure times at Periwinkle preschool assist children to transition safely and happily into and out of their daily program of work and play.

Arrival and departures provide valuable opportunities for parents to interact with their children within the educational environment, learn about the educational program, build relationships, establish open communication with staff and other parents.

Effective management of delivery and collection of children is important to ensure the safety and wellbeing of children participating in the educational program. A duty of care exists at all times the child is attending Periwinkle Preschool. 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.

Our goals for delivery and collection of children:

- ensure the safe and documented delivery and collection of children
- support children in settling in each day and experience quality education and care through continuity of educators, positive interactions within the community of the service.
- Keep an accurate record of child attendance to ensure that there is a record of the children being cared for or educated by the service and that the correct child/staff ratios are being met by the service.
- Accurate delivery and collection records ensure successful implementation of efficient emergency evacuation and lock down procedures.

Strategies

Record of attendance including:

- Full name of each child attending for that day
- Delivery and collection times and date



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- Signature of person who delivers and collects child or the nominated supervisor

Review of the Attendance Sheet

- Staff will regularly review the attendance sheet to ensure its accuracy at all times.
- In instances when a parent or authorised nominee has not signed the child in, a staff member will sign that the child is in attendance.

Restrictions on departures:

A child may only leave the education and care service premises under any of the following circumstances:

- a parent/guardian, or authorised nominee collects the child
- a parent/guardian or authorised nominee provides written authorisation for the child to leave the premises
- a parent/guardian or authorised nominee provides written authorisation for the child to attend an excursion
- the child requires medical, hospital or ambulance treatment, or there is another
- emergency
- A child may not leave with a parent who is prohibited by a court order from having contact.

Authorised Nominees

- On enrolment parents/guardians are to provide the names of two people who are authorised nominees for the purpose of collecting their child/ren from the service.
- If the educator cannot confirm that the person trying to collect the child is authorised to collect the child, the child's parents will be contacted immediately.

Please note: Both parents have lawful authority of their children and are consequently

permitted to remove children from the centres' care unless a Magistrates Court or Family Law Court make different orders prohibiting contact with the child. Court



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orders must be provided to the service and will be stored with the child's enrolment information.

Concerns for the Safety, Health and Wellbeing of Children

Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service. If staff members are concerned for the safety of a child or do not consider that a person is in a fit state to take responsibility for a child, they will exercise their duty of care by not allowing the child to be removed from the service by that person. In this circumstance, staff will contact an authorised nominee to collect the child.

Situations when this may occur include:

- when a parent or other person who is authorised to collect the child seems to be ill or affected by drugs or alcohol and does not appear to be able to safely care for the child;
- when a young person who is authorised to collect the child, for example a sibling, does not seem sufficiently mature to safely care for the child; and
- Staff will immediately refer to the Child Protection Policy and implement the appropriate strategies

Roles and Responsibilities

Approved Provider

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children at all times).

Nominated Supervisor

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards.
- Ensure children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment).
- Ensure that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service - except when:



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- permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Law, or
- the supervisor is aware the parent is prohibited by a court order from having contact with the child.
- Ensure an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision.
- at orientation and on the first day of enrolment, informs families that all children need to be signed in and out as a part of regulatory and funding obligations. Families are also be informed that sign on sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service
- develops rosters to provide for continuity of care for the families and children throughout the day.

Early Childhood Educators

- Implement procedures to support the safe delivery and collection of children
- Ensure accuracy of attendance record at all times.
- Be available for individual greeting and settling of children.
- Set the environment with familiar areas for children to enjoy and provide a supportive and welcoming environment for children and families to assist with separation and settling.
- support children to participate in an activity, assist with separation for both adults and children and to say goodbye
- Follow all service procedures regarding the delivery and collection of children.
- Educators will greet and farewell parents and caregivers directly
- Welcome families at the conclusion of the day. Any important messages will be passed on to families, including accident reports or medication needs.

Families

- escort their child safely to and from the preschool premises, closing the gate behind them
- upon delivery and collection, sign their child in and out as per communicated procedure
- assist their child to put away their belongings, wash hands and otherwise prepare for their day



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- supervise their child on the verandah or in the garden area until the program begins at 9.15am and children are greeted by Periwinkle staff
- communicate any changes of routine with educators, eg: information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation if there is a change in time of delivery and collection for a child.
- in line with the stated philosophy of our program and of Steiner education, respect the children's work place and once assured their child is settled say good-bye and leave the centre, unless they have organised a visiting day with staff.
- Ensure educators are aware your child has been collected from the service.
- Provide the service with any court orders relating to your child

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless

deemed necessary through the identification of practice gaps, the service will review this

Policy every 2 years.

Families and staff are essential stakeholders in the policy review process and will be given

opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Related Legislation

- Education and Care National Law Act 2010: Sections 165, 167
- Education and Care National Regulations 2011: 99, 158-159, 168(f), 176
- Family Law Act 1975 (Cth), as amended 2011
- Children and Young Persons (Care and Protection) Act 1988

Related Guidelines, Standards, Frameworks

- National Quality Standards for Early Childhood Education and Care and



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School Age Care: Standard 2.2 Element 2.2.1, Standard 6.1 Element 6.1.2,
Standard 6.2 Element 6.2.1