



POLICY

ARRIVAL AT AND DEPARTURE FROM THE CENTRE; DELIVERY AND COLLECTION OF CHILDREN

**National Quality Standard:
Regulation: 99**

Managed by: Jenny Fox	Responsible position: Director	Status: Approved
Contact position: Chairperson	Date approved by Governing Council June 2018	Next review date: June 2021



1. TITLE

ARRIVAL AT AND DEPARTURE FROM THE CENTRE/COLLECTION AND DELIVERY OF CHILDREN

2. SCOPE

The policy applies to all children enrolled in preschool and occasional care.

3 DEFINITIONS

A *parent* in this policy does *not* include a parent prohibited by a court order from having contact with the child.

A *legal guardian* can be substituted for the word parent in this document.

2. PURPOSE

- To provide a safe, secure and supportive environment for children.
- To ensure there is a safe process in place for delivery and collection of children and when children are on excursions.

3. POLICY DETAIL

3.1 LEAVING THE CENTRE

A child can only leave the centre;

- With the parent or guardian of the child
- With an authorised nominee
- With a person authorised by a parent or an authorised nominee in the child's enrolment record to collect the child A child will only be permitted to leave with a parent, guardian or person nominated on an enrolment form.
- In accordance with written authorisation of a child's parent or authorised nominee named in the child's enrolment record
- If taken on an excursion with the centre with written authorisation by the parent or person authorised to give such permission.
- If the child is given into the care of a person or taken outside the premises because the child requires medical, hospital, ambulance care or treatment.
- The staff reserve the right to ask for photo ID for people they do not know when they are authorised to collect the child on the enrolment form.
- IF a child is late being collected the centre will wait up to 30 minutes and provide additional care but after this will notify SAPOL or Families SA. The cost for this care is \$1 per minute.
- If a child is continually late being collected Families SA may be notified.
- A person authorised to collect the child on the enrolment form must be at least 16 years of age and photo ID and proof of age may be required before the child is given to the person.
- The person collecting the child must sign the child out with the time of leaving.

- Once a child is signed out the person collecting the child is responsible for the child.

3.2 ARRIVING AT THE CENTRE

- All children must be signed in by the person bringing the child with the time of arrival and signature noted.
- The person bringing the child to the centre is responsible for the child until the child is signed in to the centre.
- A child cannot be left at the gate and sent in and must be brought in to the centre by the parent or authorised person bringing the child to the centre.
- A person bringing the child is responsible for ensuring that a child's belongings have been put in the correct place upon arrival until the child is able to do this.
- A person bringing the child is responsible for ensuring a child has sunscreen on upon arrival at the centre if not done at home.

3.3 EXCURSIONS

This should be read in conjunction with other centre and DECD policies on excursions.

A risk assessment:

- must be carried out before each excursion
- is not required if the excursion is a regular outing or a risk assessment has already been conducted for the excursion in the past
- must assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion
- must specify how the identified risk will be managed and minimised
- the risk assessment must consider the proposed route and destination of excursion, any water hazards, risks with water based activities, transport to and from the destination for the excursion, the number of educators and other responsible adults to provide supervision given the risks, the proposed activities, the proposed duration and items that should be taken.

Authorisations

- Written authorisation from the parent (or person nominated on the enrolment form as having authority to authorise the taking of a child outside the centre) is required before a child can be taken outside the centre premises.
- The authorisation must state the child's name, the reason the child is to be taken outside the centre, the date the child is to be taken on the excursion (unless it is for a regular outing), a description of the proposed destination for the excursion, the method of transport , the proposed activities, the

period the child will be away from the centre, the anticipated ratio of educators, the anticipated number of staff members//other adults and that a risk assessment has been prepared and is available at the centre.

- If the excursion is for a regular outing the authorisation is only required to be obtained once in a 12 month period.