

## **Seaford Rise Kindergarten Delivery and Collection of Children Policy**

### **Quality Area 2 Children's Health and Safety**

#### **Purpose**

This policy has been developed to provide a clear guide to the delivery and collection of children attending Seaford Rise Kindergarten and accessing Occasional Care.

#### **Policy Statement**

#### **Values**

At Seaford rise Kindergarten we are committed to:

- Ensuring the safe delivery and collection of children being educated and cared for at our service
- Meeting our duty of care obligations under the law

#### **Scope**

This policy applies to the Approved Provider, Nominated Supervisors, educators, students on placements, volunteers and parents.

#### **Background Legislation**

- A duty of care exists at all times while children are attending our service. In addition, a duty of care to a child while he/she is on the kindergarten premises, even if they have not yet been signed into the service or have not yet been signed out of the service and is legally under the care and supervision of the parent/guardian (please refer to our Supervision of Children Policy).
- A child will be permitted to 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 does not include a parent who is prohibited by a court order from having contact with the child. In an event of an emergency the kindergarten will refer to the authority of collection information included in the preschool enrolment form.
- Parents/Caregivers have an obligation and duty of care to inform the kindergarten if someone is collecting their child from the kindergarten for the first time **EVEN THOUGH THEY ARE WRITTEN AS AN AUTHORISED PERSON TO COLLECT THE CHILD IN THE ENROLMENT FORM**. This is to ensure that the child's safety and wellbeing is up held and valued at all times.
- Parents/Caregivers can advise educators of who is collecting their child from kindergarten via phone call/email, SMS or writing it the parent/caregiver diary, providing detail of the person's name and relationship to the child/family.

#### **Early Departure/Late Collection**

- Early collection of a child needs to be communicated to educators and written in the communication diary.
- If a parent/guardian/authorised person is going to be late to collect a child the service requires a courtesy call to inform them of the late collection. However, if there is no communication provided to the service the service will at 3:30pm take the child to OHSC at Seaford Rise Primary School, which will be at cost to the family.
- If a child has not been collected 30minutes after the kindergarten collection time the Director or Nominated Supervisor will be required to contact local police, Crisis Care or the Child Abuse Report Line who will be asked to take responsibility for the child (if no prior communication has been provided by parents/caregivers or if a parent/caregiver and emergency contacts cannot be reached).
- If the child is collected by Crisis Care or other relevant authority stated in the above outside centre operating hours and still no contact has been made with the parent/guardian and emergency contacts, educators will post a notice on the centre's entrance doors with a short explanation of circumstances and relevant contact numbers before leaving the centre.
- If an authorised person is collecting the child for the first time they will be required to provide a form of ID which will be requested by a Nominated Supervisor and/or preschool educator.
- Court orders need to be provided to the service (see responsibilities of parents/caregivers below). The service must be notified of any restrictions in place.

- If an unauthorised person arrives at the service to collect a child, educators will inform them that their access to the child is prohibited or restricted by an order of a court or tribunal or that a legal document is in place. Authorisation of collection is clear within our policy and where they do not meet this criteria circumstances cannot be renegotiated by educators.
- Where necessary an unauthorised person or a person not acting within our Code of Conduct for Parent's/Caregiver's Policy, will be asked to leave or the police will be contacted.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will 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

**Seaford Rise Kindergarten requires a minimum age of 18 for an authorised nominee to collect a child. This can be reviewed on a case by case basis, taking into account extenuating circumstances with the Approved Provider.**

#### **Legislation and standards**

- Relevant legislation and standards include but are not limited to:
  - Education and Care Services National Law Act 2010: Sections 167,170
  - Education and care Services National Regulations 2011: Regulation 99, 168(2)(f)
  - Family Law Act 1975 (Cth) as amended 2011
  - National Standards, Quality Area 2: Children's Health and Safety

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

- Ensuring a child does not leave the service except with a parent/guardian or authorised nominee.
- Ensuring that educator to child ratios are maintained at all times children are in attendance of the service- refer to Supervision of children Policy. In the improbable event of being under ratio the nominated supervisor will be required to contact the Education Director and HR to inform them of the situation. All indoor or all outdoor play will be implanted during this time.
- Ensuring that the attendance record is signed by parent/guardian/authorised nominee detailing the child's time of arrival and departure from the kindergarten.

#### **Parents/Guardians are responsible for;**

- Completing and signing the authorised section of their child's enrolment form before the child attends the service.
- Informing the service (by phone call, email, SMS or parent communication diary) if someone other than themselves is collecting their child for the first time, providing details of the person's name and relationship to the child/family.
- Not leaving a child unattended at the service at any point in time until the kindergarten doors have opened at 8:30am and the child has been signed in at the service.
- Ensuring adequate supervision is maintained of their children at all times whilst they are on the premises of the service including siblings.
- Ensuring that entry and exit doors and gates are safely closed when entering and leaving the service.
- Inform the kindergarten of any family court orders or intervention orders in place and provide the centre with a copy of these orders. Unless otherwise provided by a court order, the current family law act 1975 states that each parent has equal responsibility for their child, meaning each parent is entitled to fully participate in their child's preschool activities and have equal rights to access all documentation relating to each child, including reports and newsletters. DECD Legislation and Legal service unit 8226 1555 are available to clarify circumstances and support enrolments.
- Volunteers and students at the service are responsible for following this policy and its procedures.

## Evaluation

In order to ensure that the values and purpose of this policy have been achieved the service will;

- Regularly seek feedback from stakeholders affected by the policy regarding its effectiveness
- The policy will be approved and reviewed by the Governing Council.
- Notify families within at least 14 days before making any changes to this policy and its procedures.

## Definitions

- **Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of a person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)) The attendance sheets are legal documents and cannot be written or by anyone other than the person delivering and/or collecting the child.
- **Authorised Nominee** (in relation to this policy) a person who has been given written authority by parents/guardians of a child to collect from the kindergarten. These details will be on 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.

## References

ACECQA National Quality Framework  
Greenhill's Preschool-Inc.  
DECD enrolment Policy  
Balaklava Community Children's Centre

Review Date: