

## 2.3 DELIVERY & COLLECTION OF CHILDREN POLICY

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### INTRODUCTION

It is the responsibility of staff and families to ensure the safe arrival and departure of children at Lindfield Montessori School and completion of relevant documentation.

Practical and safe approaches will promote a smooth transition between home and school and confirms children's presence or absence from the service. This ensures a child's arrival and departure at school continues their safe care and custody.

### PURPOSE

#### The school will:

- Ensure the safe and documented arrival and departure of children at Lindfield Montessori School.
- Support children in settling into school each day and experience quality education and care through continuity of educators and positive interactions within the community of the school.

### STRATEGIES

- A record of attendance, kept at the school, includes full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator. This is the responsibility of the Approved provider or delegated authority.
- A child will leave the school only with a parent, authorised nominee, an authorised delegate as part of an excursion or because the child requires medical care (this does not include a parent who is prohibited by a court order from having contact). This is the responsibility of Approved provider or delegated authority.
- On enrolment parents/guardians are to provide the names of two people who are authorised nominees for the purpose of collecting their children from the school. Authorised Nominees must be over 16 years of age to sign a child out. Older siblings who are not 16 years of age or over are not able to sign a child out. Authorised Nominees will be required to show photo ID to educators prior to collecting and signing out child/ren. Staff members are to check the name on the photo ID against the person that has been elected to collect the child, and sign the attendance sheet in completion. A person is not allowed to collect a child if they do not have ID, or if the ID does not match the authorisation list.

- Parents/guardians may elect a temporary authorisation for another person to collect their child on a given day. The parent must provide details of the person on the 'Authorisation to Collect my Child Form'.

## ROLES AND RESPONSIBILITIES

### The responsible person will:

- Review the daily Attendance Record. Where parents or authorised persons have not signed in, a staff member will note the child is in attendance and sign the child in.
- Ensure that all children leaving at 12pm have been signed out.
- Ensure that two staff members verify all children have been signed out of the school. If a child is not signed out educators/staff members will check all areas of the school to ensure no child remains. This will be confirmed via the Daily Attendance Record.
- Gain written or verbal permission from the family prior to allowing anyone other than those listed on the enrolment form or in the 'Authorisation to collect my child' form to collect a child from the school.
- Allow a child to leave the school only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children at the school. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances. If staff are concerned that releasing a child to the parent or guardian, or person authorised to collect a child, could put the child at risk, the child will remain at the school in the care of two staff until a reasonable and safe solution has been reached to transport the child to their home or appropriate care. The situation will be documented in an incident report.
- Ensure that a parent of a child being educated and cared for at school may enter the school at any time (to drop off or pick up their child), when their child is being educated and cared for except when:
  - 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 under National Law) is not at the school while children are present unless the person is under direct supervision.

### Families/family member or delegated authority will:

- Sign each child in and out of the school upon arrival and at the time of departure, on Transparent Classroom with a full signature.
- Record changes in collection arrangements (details of designated persons) on the Authorisation to Collect form.
- Remain responsible for supervising for their child/children whilst they are on school premises.

## **Arrival and departure – the experience for the child and the family**

### **The responsible person will:**

- Inform and remind families that all children need to be signed in and out as a part of regulatory and funding obligations.
- Inform families that sign in information in Transparent Classroom will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
- Develop rosters to provide for continuity of care for the families and children throughout the day.

### **Educators and staff will:**

- Greet families and find out the child's needs for the day.
- Support children to participate in an activity and assist with separation for both adults and children to say goodbye.
- Welcome families at the conclusion of the day. Any important messages will be passed on to families, including any changes in the child's routine, incident reports or medication updates.
- Discuss changes in the environment with children and families to promote consistency and to help the children feel secure.

### **Families/family member or delegated authority will:**

Communicate any changes of routine with educators. This communication may include information about medication, home routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by the educators to ensure the safety and wellbeing of each child. Collection of children later than 15 minutes past a session finishing time will be subject to a late collection fee. Please refer to the Fees policy.

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

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| <b>Relevant Legislation</b>          | Education and Care Services National Regulations 2011. Reg. 99, 158-159, 168 (f), 176<br>Children (Education and Care Services National Law Application) Act 2010 Section 165,<br>167 |
| <b>Related to NQS QA</b>             | 2.2.3<br>2.2.1  |
| <b>Related Policies</b>              | Staff and Children<br>Staff Communication<br>Interaction Policy<br>Incident, Injury, Illness and Trauma<br>Medication Procedure<br>Child Protection<br>First Aid<br>Fees<br>Enrolment |
| <b>Sources &amp; Further Reading</b> | Policy adapted from Community Child care Co-operative   |

| <b>POLICY REVIEWED</b> | <b>MODIFICATIONS</b>              | <b>NEXT REVIEW DATE</b> |
|------------------------|-----------------------------------|-------------------------|
| April 2021             | Checked regulations, updated copy | 2023                    |