

## 6.5 DELIVERY AND COLLECTION OF CHILDREN

### Introduction

Joondalup Family Centre has a duty of care to the children attending the service. This includes children attending the service who have not yet been signed in or out who are legally under the care and supervision of the parent/guardian. The child may only leave the service in the care of a parent/guardian, or other authorised nominee. An authorised person does not include a parent who is prohibited by a court order from having contact with the child. An exception is made in the event of a medical or other emergency.

### Related Documents

#### National Quality Standards (NQS)

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

Standard 2.2	Safety	Each child is protected.
Element 2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

### Relevant Legislation

Education and Care Services National Law (WA) Act 2012	
165	Offence to inadequately supervise children
165A	Offence relating to children leaving the education and care service premises unauthorised
167	Offence relating to protection of children from harm and hazards
169	Offence relating to staffing arrangements
170	Offence relating to unauthorised persons on education and care service premises

This policy contains policy and procedures in regard to the delivery and collection of children at the service to meet the following requirements:

Education and Care Services National Regulations 2012	
99	Children leaving the education and care premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Food and beverages
158	Children's attendance record to be kept by approved provider

## **6.5.1 Delivery and Collection of Children**

### **1. Purpose and Scope**

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Joondalup Family Centre is committed to ensuring the safety of children during delivery and collection from care, and when going on excursions. All staff are required to adhere to the following policy and procedures to ensure the safety of children.

Children and families will not be allowed to enter the service for education and care prior to the advertised operating hours as we are not licensed to accept children before this time.

The Educators/staff will have procedures in place in relation to:

- Delivery and collection of children; and
- Excursions and regular outings.

This Policy applies to Educators/staff visitors, Educators/staff members, students, parents, children (including visiting children) and volunteers.

### **2. Policy**

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Joondalup Family Centre aims to provide relaxed and stress-free arrival and departures routines from the service and reassure parents and families their child will be safe and not released to any unauthorised people.

Educators/staff will take reasonable steps to ensure the collection and delivery of children, whether to and from Educators/staff service, or on excursions, supports the safety and protection of the children.

All children enrolled in the service are accurately recorded. Families are required to deliver and collect their children or arrange and authorised person to do so. The service procedures must be followed in all instances to ensure the safety and wellbeing of children at all times.

### **3. Procedures**

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#### **Arrival**

There may be times when a parent may not be able to deliver or collect their child. Procedures must be in place to ensure the safety and wellbeing of children who are placed in the care of other people.

- On arrival at the service, families/children must report to the educator(s) to signal their arrival and be signed in.
- Parents are to assist with the placement of morning tea, lunch, and the water bottles into the designated area.
- Any personal items must be put inside the child's bag, which is to be hung up outside of the room in the nominated area.
- Any medications must be given directly to the educator(s) who will check they have the Authorisation of Medication Form completed and then store the medication in the

appropriate space.

### **Attendance record**

- All children must be signed in and out at the time of arrival and on departure by the parent or authorised nominee on the child's attendance record. Educators/staff are responsible for the supervision of children from the time the parent signs the child into care until the time the parent signs the child out of care.
- If a child does not attend for any reason the service will enter the type of absence on the attendance record.

### **Collecting children**

- The names and contact numbers of all persons authorised to collect children from the service must be included on the Enrolment Form. Any changes to these authorities must be advised in writing to the service by the enrolling parent/guardian as soon as possible. If the enrolling parent/guardian arranges for an authorised person to collect their child from the service, they must contact the service to advise of this arrangement and confirm who will collect the child.
- If the service has not been notified and someone other than the parent/guardian or authorised person arrives to collect the child the nominated supervisor/educator will contact the enrolling parent/guardian to obtain their authorisation which will be in writing wherever possible. The child will not be released until the enrolling parent/guardian's authorisation has been obtained. If the authorised person is not known to the service, the enrolling parent/guardian will be asked to provide a description of the person concerned, who will also be required to provide proof of their identity by showing their driver's license.
- A child must not be released into the care of a parent who is prohibited by a court 'Parenting Order' from having contact with the child. Parents are required to supply information on court orders at the time of enrolment.
- If an authorised person has not collected the child 30 minutes after the booked session of care, Educators/staff will contact the parent or authorised persons to arrange for the child to be collected from care. If the parent or authorised persons is uncontactable within a period of two hours after the booked times, they will contact the Crisis Care.
- If an authorised person arrives to collect the child and is intoxicated or in an unfit state to drive, Educators/staff will:
  - encourage the person to contact an alternative driver/taxi;
  - offer to drive the child home later; and
  - note the vehicle registration number and notify the police if the person insists on driving with the child.
- In the case of a serious incident occurring as prescribed in Chapter 1 (12) of the *Education and Care National Regulations*, the procedure for "Serious Incident" needs to be followed. (Refer to *Serious Incidents, Emergency and Evacuation Policy*)

## Records Management

Parents/families are regularly encouraged to keep their details up to date through communications with educators/staff and via the quarterly newsletter. Parents are encouraged to do this themselves through the online portal.

Parents/families are encouraged to add additional emergency contacts other than themselves. This could be grandparents, aunts/uncles, neighbours.

## Excursions

The service must conduct a risk assessment prior to an excursion taking place.

Risk assessments are only required once if the excursion is a regular outing. Regular outings are walks, drives or trips to places that we visit regularly, and which always have the same risks.

The risk assessment is to be recorded on the *Risk Assessment* form. In the event of changed circumstances to the previous risk assessment for the excursion, a new *Risk Assessment* form must be completed. The service must take into consideration the following:

- Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
- Any water hazards.
- Any risks associated with water-based activities.
- Transportation (to and from).
- The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
- Specialised skills required (such as life-saving skills).
- Proposed activities.
- Proposed duration.
- Any medical conditions that need to be considered and managed for each child with specific health needs.

The *Excursion/Regular Outing Authorisation Form* must be completed and signed by the parent 48 hours prior to the excursion.

The *Risk Assessment* form and the *Excursion/Regular Outing Authorisation Form* must be kept until the end of three years after the date on which the record was made.

## Incursion

- All incursion fees will be provided by Educators/staff fundraising efforts.
- Incursions are subject to change depending on availability, costs associated, weather restrictions and time.
- All incursion providers must meet current Working with Children checks, have their own Public Liability, and must follow the instructions of the Nominated Supervisor.
- If Parents are on Parent Roster, they must always follow instruction and direction of Educators/staff. Parents must also assist Educators/staff as requested and aid in the supervision of all children as required.

## 4 Document History

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Record of policy development		
Version	Date approved	Date for review
2014.1	30/06/2014	6/2015
2015.1	30/06/2015	6/2016
2016.1	30/06/2016	6/2017
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