

Early Childhood Management Services

Quality Area 2: Delivery and Collection of Children Policy Early Childhood Education

Delivery and Collection of Children Policy

Purpose

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending ECMS services.

Principles

ECMS is committed to:

- ensuring the safe delivery and collection of children being educated and cared for at the service
- meeting its duty of care obligations under the law.

Scope

This policy applies to all ECMS staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of any ECMS service.

Background

A duty of care exists at all times the child is attending a children's service. 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.

The child may only 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.

An exception is made in the event of a medical or other emergency and for excursions.

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The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee by:

1. Seeking an opinion from the nominated supervisor/ person in charge and/or
2. Speaking to the Centre Director/Area Manager before making a decision.

Staff will undertake a discussion and risk assessment in consultation with the parent/ guardian. An Area Manager will support the staff to undergo the risk assessment process as outlined in Procedure – Collection by and underage sibling.

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Roles & Responsibilities

Director, ECE	<p>Is accountable for:</p> <ul style="list-style-type: none"> • Promoting awareness • Ensuring implementation and compliance
Area Managers	<p>Are responsible for:</p> <ul style="list-style-type: none"> • ensuring authorisation procedures are in place for excursions and other service events • ensuring that there are procedures in place when a child is given into the care of another person, such as for a medical or other • ensuring that there are procedures in place when a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child • ensuring that parents/guardians or authorised nominees are contacted in the event that an unauthorised person arrives to collect a child from the service, and that appropriate procedures are followed • ensuring that there are procedures in place if an unauthorised inappropriate person attempts to collect a child from the service • ensuring procedures are in place for the care of a child who has not been collected from the service on time • ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) • notifying DET in writing within 24 hours, and the parents as soon as is practicable, in the event of a serious incident when a child has left the service unattended by an adult or with an unauthorised person • ensuring that educators and staff comply with the service's <i>Road Safety</i> • encouraging parents/guardians to comply with the service's <i>Operations 2.27 Road Safety</i>
Centre Directors & Nominated Supervisors	<p>Are responsible for:</p> <ul style="list-style-type: none"> • ensuring parents/guardians have completed the authorised nominee section of their child's enrolment form, and that the form is signed and dated • providing access to an attendance record and is signed by the parent/guardian or authorised nominee on delivery and collection of their child from the service every day • ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these or in the case of a medical or other emergency • ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee

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	<ul style="list-style-type: none"> ensuring that educator-to-child ratios are maintained at all times children are in attendance at the service keeping a written record of all visitors to the service, including time of arrival and departure providing parents/guardians with information regarding procedures for delivery and collection of children prior to their child's commencement at the service developing safety procedures for the mass arrival and departure of children from the service ensuring that educators and staff comply with the service's <i>Road Safety Policy</i> encouraging parents/guardians to comply with the service's <i>Road Safety Policy</i> following the authorisation procedures ensuring children are adequately supervised at all times following the procedures to ensure the safe collection of children displaying an up-to-date list of the telephone numbers of the Approved Provider, DET, Child FIRST, DHS Child Protection Service and the local police station 	
Educators	<p>Are responsible for:</p> <ul style="list-style-type: none"> ensuring the attendance record is signed by the parent/guardian, authorised nominee, Nominated Supervisor or an educator, detailing the child's time of arrival and departure from the service developing safety procedures for the mass arrival and departure of children from the service refusing to allow a child to depart from the service with a person who is not the parent/guardian or authorised nominee, or where there is not written authorisation implementing the authorisation procedures in the event that a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child following the authorisation procedures and contacting the parents/guardians or authorised nominees if an unauthorised person arrives to collect a child from the service following procedures in the event that an inappropriate person attempts to collect a child from the service (refer to informing ECMS Area Manager as soon as is practicable, but within 2 hours, if a child has left the service unattended by an adult or with an unauthorised person following procedures for the late collection of children maintaining educator-to-child ratios at all times children are in attendance at the service ensuring the entry/exit doors and gates are unable to be opened by children during program hours complying with the service's Road Safety Policy 	
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Parents /Guardians /Authorised persons	<p>Are responsible for:</p> <ul style="list-style-type: none"> • completing and signing the authorised nominee section of their child’s enrolment form before their child attends the service • signing and dating permission forms for excursions • signing the attendance record as their child arrives at and departs from the service • ensuring educators are aware that their child has arrived at/been collected from the service • collecting their child on time at the end of each session/day • alerting educators if they are likely to be late collecting their child • providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child’s medication record • supervising their own child before signing them into the program and after they have signed them out of the program • familiarising themselves with the service’s <i>Operations 2.27 Road Safety</i> • supervising other children in their care, including siblings, while attending or assisting at the service • paying a late-collection fee if required as outlined in this policy
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References, Support Documentation and resources	<ul style="list-style-type: none"> • <i>Children, Youth and Families Act 2005</i> (Vic) • <i>Education and Care Services National Law Act 2010</i>: Sections 167, 170 • <i>Education and Care Services National Regulations 2011</i>: Regulations 99, 168(2)(f) • <i>Family Law Act 1975</i> (Cth) • <i>National Quality Standard</i>, Quality Area 2: Children’s Health and Safety
Relevant Legislation	
Appendices	Appendix 1: Late Collection template
Relevant NQS	2, 6, 7

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