

Health & Safety

DELIVERY AND COLLECTION OF CHILDREN POLICY

Policy number: H&S

Date approved:

Date to be renewed: March 2014

Revision: 1

POLICY STATEMENT

Mundarda Child Care Centre maintains clear processes to ensure that the arrival and departure of children is carefully monitored. Safeguards are also developed and regularly reviewed to keep children safe during the time of transition between school and OSHC.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures)

The following guidelines must be adhered to at all times to ensure the safety of the children

Arrival:

- All children must be signed **IN** by their parent or responsible adult in order for parents to be eligible for Childcare Benefit. This also assists staff in the event of evacuation of the Centre. **This is the parent/caregivers responsibility.**
- To ensure each child is cared for at all times, a staff member will greet and receive the child at all times.

Departure:

- Authorised Supervisors are to ensure that the authorised pick-up list for each child is kept up to date.

- No child will be released into the care of any persons not known to staff. If staff do not know the person by appearance, the person must be able to produce some form of photo identification to prove that they are a person authorised to collect the child on the child's enrolment form.
- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of identification.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- Parents must give prior notice of any variation in the persons picking up the child. If notice is not given, and staff cannot contact the parent, the child must not be released into the care of that person.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, the staff members are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. Staff are to suggest that they contact the other parent or emergency numbers from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person. Staff cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.
- All children must be signed **OUT** by a parent or responsible adult in order for parents to be eligible for Childcare Benefit. This also assists staff in knowing who has left the centre
- At the end of each day 2 staff members check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the centre closes.

Collection of Children

- Children are to be collected before the closing time to allow time to sign out and communicate with staff in the centre. Staff on duty must, under their Award, finish at the closing time of the centre. Parents should ensure that they arrive in time to communicate with staff before closing time, as staff will not be available from this time.
- Staff are to notify the Director of any parent who is on the premises for any period beyond closing time on the next working day. After three occurrences, the Director will review the placement with the parent.
- Staff who are kept waiting more than 15 minutes are to attempt to contact parents and emergency contacts as listed on the enrolment form. Details are to be entered into the Late Collection Book and signed by both staff and parent. The Director is to be informed of any parent who does not adhere to their contracted hours, and are to follow up with such parents to ensure compliance.

SOURCES:

Education and Care Services National Regulations 2012

Education and Care Services National Law (WA) Act 2012; 165A, 170 (5)

ACECQA National Quality Standards; element 2.3.2