

SAFE ARRIVAL, DELIVERY AND COLLECTION OF CHILDREN POLICY

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1. National Quality Standards

Quality Area 2: Children’s Health and Safety		
Area	Concept	Descriptor
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
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Quality Area 6: Children’s Health and Safety		
6.2	Collaborative partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
Quality Area 2: Children’s Health and Safety		
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

2. Purpose

- 2.1 Baringa Early Learning Centre (Baringa) aims to provide a quality education and care service that ensures the protection and safety of all children, staff members, and families accessing the Service. This includes children's safe and secure arrival and departure into our service. Educators and Staff will only release children to an authorised person as named by the parent/guardian on the individual child's enrolment form.

3. Scope

- 3.1 This policy applies to children, families, staff, management, nominated supervisors and visitors of Baringa.

4. Implementation

- 4.1 The Approved Provider/Nominated Supervisor/Responsible Person will ensure:

- a) Accurate attendance records are kept.
- b) Children only leave the education and care premises in the care of a parent /guardian or authorised person or in accordance with written authorisation as per Regulation 99.
- c) Enrolment records are kept for each child enrolled in the Service including the name, address and contact details of:
 - Any emergency contacts.
 - Any authorised nominee.
 - Any person authorised to consent to medical treatment or administration of medication.
 - Any person authorised to give permission to the educator to take the child off the premises.
 - Any person who is authorised to authorize the education and care service to transport the child or arrange transportation.
 - Details of any court order, parenting orders or parenting plan.
 - Authorisations for the service to take the child on regular outings.
 - Authorisations for the service to take the child on regular transportation.
 - Any medical management plan, anaphylaxis medical management plan or risk minimisation plan.

- 4.2 Communication should be given to the Centre if someone other than nominated parent/guardian is picking up a child. If this notice is not given, and contact cannot be made with the parent, the child will not be permitted to leave the Centre.

- 4.3 Alternate arrangements will be applied by the centre to ensure the safety and welfare of the child in the event of an emergency or unforeseen circumstance, when neither the parent, nor person authorised by the parent, can collect the child. This will be assessed case by case.

- 4.4 Parents/Guardians are required to let educators know when;

- Someone other than the parent/guardian is picking up the child.
- The child is sick.
- The child is going on holidays.
- Custody/access arrangements have changed.
- They are leaving the Centre with their child.

- 4.5 Children must be signed in and out of the Centre each day by the parent/guardian or person authorised by the parent. If the parent or authorised person forgets to sign the child out, they will be signed out by the Nominated Supervisor or educator.
- 4.6 Photo identification, for example in the form of a driver's license, will be asked if the person collecting the child is unknown to the educators. If educators cannot verify the person's identity, they may be unable to release the child into that person's care, even if the person is named on the enrolment form.
- 4.7 Children may only leave the Service premises if the child leaves:
- In accordance with the written authorisation of the child's parent/guardian or authorised nominee named in the enrolment record; or
 - Taken on an excursion or on transportation provided or arranged by the service with the written authorisation of the child's parent or authorised nominee; or
 - Given into the care of a person or taken outside the premises; or
 - Because the child requires medical, hospital or ambulance care or treatment; or
 - Because of another emergency (evacuation due to bush fire, flood, severe storm)
- 4.8 In the case of an emergency, (because the child requires medical, hospital or ambulance care or treatment), where the parent or a previously authorised nominee (as indicated in the child's enrolment form) is unable to collect the child, the parent or person responsible for the child (as listed on enrolment form as having a parenting role) may telephone the service and arrange an alternative person to pick up the child. This contact must then be confirmed in writing to the Service (email, text or letter).
- 4.9 Parents/guardians or authorised person are requested to arrive to collect their child/children by 6.00pm.
- 4.10 In the case of a particular person (including a biological parent) being denied access to a child, the service requires a written notice (court order) from a court of law.
- Educators will attempt to prevent that person from entering the service and taking the child however, the safety of other children and educators must be considered.
 - Educators will not be expected to physically prevent any person from leaving the service.
 - In such cases, the parent with custody will be contacted along with the local police and appropriate authorities.
 - Where possible the educator will provide police with the make, colour, and registration number of the vehicle being driven by the unauthorised person, and the direction of travel when they left the service.
 - A court order overrules any requests made by parents to adapt or make changes. For the protection of the children and educators, parents/guardians are asked not to give our front door code to anyone other than those absolutely necessary.
- 4.11 Nominated Supervisor/Responsible Person will ensure that the authorised nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 18 to collect children.
- 4.12 If the person collecting the child appears to be intoxicated or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, educators will:
- Discuss their concerns with the person, without the child being present if possible.
 - Suggest they contact another parent or authorised nominee to collect the child.
 - Follow procedures to protect the safety of children and staff of the education and care service as per Child Protection Law and Child Protection Policy.
 - Contact the Police and other regulatory authorities where needed.

- If an authorisation to collect a child is refused by the Service, it is best practice to document the actions for evidence to authorities.

4.13 to ensure Work Health and Safety requirements are met and enable a child safe environment, individuals visiting our Service must sign in when they arrive at the service and sign out when they leave.

4.14 **Late Collection**

4.15 If parents/guardians know that they are going to be late, they must notify the Service. If possible, they should make arrangements for someone else to collect their child.

4.16 Late fees apply if you are late to collect your child. These fees are to cover increased educators costs. The fees are \$15 for the first 5 minutes and \$5 for every 5 minutes thereafter.

4.17 In the event of a child not being collected educators would assess the situation case by case in consultation with the Nominated Supervisor or Responsible Person where possible. Collection or alternative arrangements will be made. Parents will be notified as soon as practicable.

4.18 Due to licensing and insurance purposes, if by 6pm neither the parent or any of the authorised nominee are available or contactable, the Service may need to contact the police and other relevant authorities.

4.19 If the child is taken to an alternative safe location for example: Police Station, a sign will be displayed at the Service notifying parents/guardian of the child's whereabouts. If this occurs, the Service will be obligated to contact relevant Child Protection Agencies and notify the Regulatory Authority.

4.20 Where families are continually late to collect children, Baringa will contact the families.

4.21 Should this non-compliance continue, the service reserves the right to terminate a child's enrolment.

5. **Safe Arrival of Children**

5.1 Every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury. Appropriate safety measures have been implemented through our comprehensive risk assessment process to ensure supervision is adequate at all times including when children are travelling between our Service and an educational facility.

- a) Definition: An education or early childhood service includes a school, an education and care service (including Long Day Care, Family Day Care, Outside School Hours Care), a children's service or any other service which provides education or care to children.
- b) Examples of travel between education or early childhood services may include, but are not limited to: a child travelling from Baringa to school, preschool/kindergarten, an OSHC Service, or a FDC Service or from school, preschool/kindergarten, an OSHC Service, or a FDC Service to Baringa.

5.2 Safe arrival of children specific risk assessment:

- a) Baringa will conduct a comprehensive risk assessment to identify any potential risk/s or hazards and ensure the safe arrival and departure of children who are travelling between our Service and an educational facility.
- b) The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised.
- c) If a risk concerning a child's travel is identified during the risk assessment, the approved provider must update the safe arrival of children policy and procedure as soon as possible.
- d) The risk assessment will be stored safely and securely and kept for a period of 3 years.

e) Baringa's risk assessment will consider and include information outlined by national standards.

5.3 The approved provider/nominated supervisor will:

- a) Ensure that obligations under the Education and Care Services National Law and National Regulations are met and take reasonable steps to ensure all staff, educators, visitors, families, children follow this policy and related procedure.
- b) Request families complete a Safe Travel Agreement Form prior to children travelling between our service and educational facility.
- c) Advise families to inform our service of any change in attendance or routine that may affect the child's safe arrival or departure as soon as they are aware.

5.4 Educators Will:

- a) Implement a risk assessment to identify and manage any risks or hazards that may pose a risk to children's health, safety or wellbeing as they travel between our service and an educational facility.
- b) Implement and ensure procedures for the safe handover of children between our Service and educational facilities are documented correctly and clearly communicated with all stakeholders.

5.5 Families will:

- a) Communicate any changes in routine and activities that may affect the child's safe arrival or departure as soon as they are aware.
- b) Complete a Safe Travel Agreement Form detailing circumstances where children will travel between our service and an educational facility.

5.6 Our Service will develop clear procedures to follow in case of a missing or unaccounted child who is deemed missing whilst travelling to or from our Service from an educational facility.

6. Feedback

Families and staff may provide feedback about this document by emailing admin@baringa.org.au.

7. Approval and Review Details

Approval and Review	Details
Approval Authority	Management
Administrator	Centre Director
Next Review Date	20 th September 2026

History	Details
Original Approval Authority and Date	November 2016
Latest Amendment Authority and Date	September 2023 updates to meet national standards. Updated to include focus on child safety when travelling between the service and an educational facility (regulations 102AAB and 102AAC) known as the Safe Arrival of Children Policy and Procedure commencing from 1 October 2023.