



St. Thomas School & Pre-School

10 Rushton Street, Goodwood 5034

Ph: 8271-5674 Fax: 8272-6045

e-mail: info@stg.catholic.edu.au

www.stg.catholic.edu.au

Delivery and Collection of Children Policy

St Thomas Pre-school requires authorisation for actions such as administration of medications, collection of children and excursions. This policy outlines what is required for authorisations and in what cases authorisation may be refused.

Policy Content:

The Pre-school staff will ensure that they only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011.

The Service will:

1. Ensure documentation relating to authorisations contains:
 - Date of affect
 - Signature of the child's parent/guardian or nominated contact person who is on the enrolment form
 - Is completed on the appropriate form/letter/register provided by the service.
2. Apply these authorisations to the collection of children, administering medication, excursions and access to records.
3. Ensure that authorisations are stored in accordance with the Governance and Management of the Service, Including Confidentiality of Records policy.
4. Exercise the right of refusal if written or verbal authorisations do not comply with this policy.
5. Waive compliance with this policy where a child required emergency medical treatment for conditions such as anaphylaxis or asthma or other emergency conditions. The service or Educator may administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians be contacted as soon as possible after the medication / treatment has been administered.

Policy:

To ensure safe arrival and departure to and from the Pre-school for all children and their families.

Background:

It is the responsibility of staff and families to ensure the safe arrival and departure of children at the education and care setting and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between home and the Pre-school and confirms the children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody.

Aim

Our aim at St. Thomas Pre-school is to facilitate each child is kept safe at all times, by ensuring the safe delivery and collection of children is adhered to at all times.

Rationale

As a Catholic school, in the Mercy tradition, St. Thomas School & Pre-school recognizes and celebrates the presence of God in each individual. Therefore, the school has a responsibility to its staff, students and families to ensure that all students are cared for in an environment where all members of the school community feel safe and respected.

Goals:

St Thomas School & Pre-school will:

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

Practices:

To ensure the safety of all the children in the care of St Thomas Pre-school, the following procedures apply to the arrival and departure of children each day;

- Attendance Records
- A record of attendance, kept at the centre, includes the 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.
- The child will leave the centre only with the parent authorised nominee, an authorised delegate as part of an excursion for which full details of the event has been disclosed to the parents and written consent from parents has been collected prior to the excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.) The educator will review the Sign In and Out Sheet. Where parents or authorised persons have not signed in a staff member will note that the child is in attendance. Families will be reminded to complete the record.
- Ensure that a staff member verifies that all children have been signed out of the centre. If a child is not signed out educators will check all areas of the centre to ensure no child remains.
- Request a 'signed authority to release' form from family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.
- Allow a child to leave the centre only with an authorised person, of at least 18 years of age, who appears able to appropriately care for the child. Educators will always act in the interest of safety for the child, themselves and other children in the service. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child on the individual case and circumstances.
- Families/family member or delegated authority will;
- Sign each child in and out of the Pre-school upon arrival and departure with the time and your initials, on Record of Attendance.
- Remain responsible for their child whilst they are on the Pre-school premises.

- Record attendances in a Roll Book for each child in each group. This is to be completed by the Director or Teacher each day.
- The Roll and/or Sign In/Out Book will be taken during Emergency Evacuations and used to ensure that all children are accounted for.

Procedure:

- We ask that you kindly assist us in our work with the children by arriving with, and collecting your children on time. This assists our programs greatly while giving your child that important sense of belonging to the Pre-school group.
- When dropping off your child, please make sure you sign in the time with your initials. If anyone other than your child's usual caregiver is collecting them please mark it in the folder and also inform our staff.
- When collecting your child please also sign out the time with your initials again. We keep the folder inside in the morning and outside at the end of the day.
- When collecting your child please wait on outside under the verandah until the end of the session, we will call your child's name once we have sighted the parent or caregiver.
- If, for some reason, you are unable to collect your child on time, please phone us so that we can reassure your child that you are on the way-alternatively we can send them to over to OSHC.
- If you/or an authorised person is collecting your child at a time that is outside of regular session times, please sign them out with a full signature.

Arrival and Departure – the experience for the child and the family

The responsible person will:

- On orientation and the first day of enrolment, remind families that all children need to be signed in and out as part of regulatory obligations. Families will also be informed that sign in/out sheets will be used for emergency evacuations and need to be completed by families both on arrival and departure from the Pre-school.

Educators and staff will:

- Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help the children feel secure in their setting.
- Greet families and find out about the child's needs for the day.
- Support children to participate in an activity, assist with separation for both adults and children to say goodbye
- Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in their child's routine, accident reports or medication needs.

Families/family member of delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change in 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 educators to ensure safety and wellbeing of each child.
- If arriving before 8.30 am must stay with their child until the doors open. The Pre-school is licensed to care for children between 8.30 am and 3.05 pm. While

educators are present at the Pre-school prior to 8.30 am and after 3.05 pm, they are not available to supervise the children.

- If arriving before 8.30 am are to wait with their child inside the gate at the Rushton St entrance until the front door is opened at 8.30 am or to be sent to OHSC.
- Bring their child inside the Pre-school building and assist to unpack morning tea and lunch boxes, place bag in locker and sign the Attendance Book and then direct their child to a staff member or an activity before the parent leaves.
- During Terms 1 and 4, when the weather is warmer, children will have to wear hats 'no hat no play'.
- During Terms 2 and 3, when the weather is colder, children will commence their day with Indoor Activities.
- Ensure they are on time to collect their child as children can be quickly upset if parents are late.
- If in an emergency and parents will be late, they are asked to please call and advise the staff so that children may be informed and arrangements made. See Late Collection of Children.
- Parents are regularly reminded to be aware of the importance to firmly close all gates when entering or leaving the Pre-school premises. Also to ensure that no child other than their own leaves with them.
- An educator is to remain supervising the gate and/or door as children depart.

Authorisation for Collecting Children

The Pre-school will:

- Ensure that parents complete Emergency Contact details on enrolment form or "Authorisation to Collect" form for any adult, other than the parent, who is to collect their child from Pre-school.
- Ensure that children are only collected by adults authorised by the parent to collect their child.
- If parents are separated or divorced they are required to inform the Centre of any custody arrangements. Copies of any Court Orders must be provided to the Centre before access by either parent is to be restricted.
- If staff are unfamiliar with the authorised adult collecting the child they are to request photograph proof of identity e.g. driver's license etc.
- If an unauthorised person attempts to collect a child the Nominated Supervisor or Educator will keep the child with them until having made contact with the parent or other authorized responsible adult.
- If a parent rings during the day to inform that an unauthorised person is to collect their child, staff ensure that parent's voice is recognized and/or that child's date of birth is requested from parent. Record details of person to collect on form kept near the office telephone/attendance records and check identity on arrival.
- Ensure that children are only collected by a responsible adult who on the 'Authorisation to Collect' form.
-
- If another adult, which is unfamiliar to staff, has been granted permission to collect the child then that adult will need to produce a form of photographic identification to staff to verify their identity e.g. a drivers licence
- If the Pre-school staff and / or Director does not deem an adult fit to collect a child, they can refuse to allow the child to leave. Pre-school staff will then contact another authorised adult to come and collect the child.

- A child can leave the Centre in the care of Pre-school staff for the purposes of excursions. Full details of the event and written consent from parents would have been collected prior to the excursion.
- A child can leave the centre because they require medical attention e.g. ambulance care. Parents would have been contacted and informed of the emergency. If parents are unavailable then other emergency contacts would have been sought.
- A child will not be given into the care of a parent/carer that is subject to an Intervention Order.

The Pre-school staff will refuse authorisation for a child to leave the preschool in the following circumstances:

- Subject to an Intervention Order
- the person is under 18 years of age
- the person arrives at the Centre and is demonstrating signs symptomatic of excessive alcohol or drug use.
- The person appears in any way unfit to care for the child.

In these circumstances another authorised person will be contacted to collect the child.

Family Access

The Pre-school will:

- Ensure that parents are able to have access to their child at any time during the day.
- Ensure that parents can exchange information about the child with primary contact staff at mutually convenient times on an ongoing basis.
- Ensure that if parents are separated or divorced they are required to inform the Centre of any custody arrangements. Copies of any Court Orders must be provided to the Centre before access by either parent is to be restricted.
- Any person who has been forbidden by court order from having contact with a child attending the Pre-school;
- Must not be given any information concerning that child.
- Must not be allowed to enter the premises of the Pre-school while the child is attending the service.
- Must not be permitted to collect the child from the Pre-school.

Late Collection of Children

- The Centre understands that parents can be late for collecting their child for a variety of legitimate reasons. If parents/caregivers are to be late that they inform the Pre-school by phone so that staff are able to explain this to the child and make preparations for the care of the child.
- If a child is not collected by 3.30pm educators will phone parents/take to OHSC.

Visitors

The Pre-school will:

- Ensure that all visitors to the Centre sign the visitor's book in the front office with name, date, arrival and departure time, reason for visit.
- Ensure that any visitor (including parent volunteers) is to be accompanied by primary contact staff whenever they are in the presence of children.