



## **LONSDALE HEIGHTS PRESCHOOL**

### **Delivery and Collection of Children Policy**

***This policy is consistent with the requirements of:***

- **Children and Young People Safety Act (2017)**
- **National Quality Standard and Regulations**
  - o **National Quality Standard 7.1** as well as 7.1.2, 7.1.3, 6.1.1, 6.2.1, 2.3
  - o **Regulation 168, 85, 86, 87, 161**
- **Department for Education – attendance, delivery and collection of preschool children**

#### **RATIONALE**

This policy outlines the procedure for ensuring the safe arrival and collection of children utilising our preschool services

#### **CONTEXT**

Lonsdale Heights Preschool is a part-time school based preschool.

Our sessions times are as followed:

Tuesday: 8.55AM - 3.15PM

Wednesday: 8.55AM - 2.30PM

Thursday: 8.55AM – 12.00PM

#### **PROCEDURE**

At the beginning of each day we ask that families support their child to get ready for the day. If families arrives early they will need to remain with their child playing outside until doors open. Before leaving your child please ensure an educator has acknowledged your child's arrival at preschool and they have signed your child in. If your child becomes upset, please let a staff member know before you leave so we can support your child and their transition.

At the end of the day we ask families to wait outside until dismissal. This allows staff to complete afternoon group learning discussions with children without distraction.

If there is going to be a change in the collection routine for your child, please let a staff member know at the earliest convenience to allow them to record the change alongside you child's name on the sign in sheet.

In the interest of safety for your child we are unable to release children to any person who you have not given collection authority to on your child's enrolment form or spoken to staff about prior. If educators do not know the person collecting your child staff will phone families to seek approval. Staff will request them to produce photographic identification to confirm their identity e.g. a driver's license. Please ensure you notify any person who may collect your child of this requirement to avoid confusion.

It is important to know the beginning and end of the days are busy times at the door and gate and children can easily slip through unaccompanied by a parent/adult. Please ensure you only allow your child through the gate with you. Do not assume that the child between you and the next parent coming is necessarily related.

If a child has not been collected by the parent/caregiver at the end of the session, preschool staff will escort the child to the Front Office where they will be supervised until collection.





## **IMPLEMENTATION**

### Leadership will:

- Oversee the implementation of this policy throughout the site
- Discuss alternate arrangement for collection with families if they are unable to collect their child within fifteen minutes of end of session or on multiple occasions (e.g. Afterschool Club)

### Families will:

- Supervise their children in the preschool yard before doors open at 8.55AM and collect them promptly after the end of each preschool session
- Hand over the duty of care of their child to educators at the beginning of the session by:
  - o Greeting staff
  - o Supporting their child to put their belongings in the appropriate place
  - o Indicating to staff if another person is expected to collect the child and at what time (for early pickup)
- Receive duty of care at the end of a session by
  - o Greeting staff
  - o Sighting and signing any illness or injury reports
  - o Collecting any soiled or wet clothing items
  - o Collecting the child's belongings
- Supervise their children at all times, when duty of care has resumed. Families should ensure that children are treating the environment and equipment respectfully.
- Inform the Front Office and/or preschool staff if another person or emergency contact is coming to collect the child
- Provide emergency contact details upon enrolment and update their child's emergency contacts if the information changes
- Send someone 16 years or older to collect the child. Emergency contacts must be legal adults

### Staff will:

- be present on site before doors open at 8.55AM and at close of sessions
- make themselves available to speak to families during arrival and collection times to ensure hand over happens smoothly
- comfort distressed children and let parents know how to contact the preschool if they wish to check up on their child (class Dojo or phone)
- release children back into the duty of care of families only after:
  - o greeting parents and giving any verbal handover information
  - o making sure that any illness and injury reports have been sighted and signed
  - o ensuring the child's belongings are packed up and collected
  - o ensuring the child has been signed out at the end of the day
- Introducing themselves and asking for identification if they have not met the person collecting a child. Staff will also consult the child's enrolment form to see if the person is authorised to collect.
- Call families for verbal verification (including a description of the person) if an unknown person is attempting to collect a child without identification on them
- Contact the child's guardians if they have not been collected fifteen minutes after the end of a session and the preschool has not been informed of an alternate arrangement for collection.

### Front Office Staff (in consultation with Leadership) will:

- Be aware of who is collecting children and ask for identification if the person has not collected the child previously. If they have not been informed that a different person



to the child's regular guardian is collecting the child, the child's primary guardians will be called to obtain consent

- Ensure only approved guardians and contacts are allowed to collect children.
  - Keep records of people who are not allowed to collect children in regards to court orders. If a guardian that has been requested to not have contact with the child/ren arrives, front desk staff will:
    - o Explain the Centre's legal obligations to comply with the court order and what the other guardian has requested.
    - o Suggest they make contact with the other parent/guardian and try to discourage them from taking the child without the other guardian's consent. Staff will then attempt to ring the person who dropped off the children.
  - Have the right and responsibility to use their judgement to contact outside authorities in the case of a parent/guardian arriving at the site in an unfit state to collect children. An "unfit state" may refer to, but is not limited to being affected by drugs or alcohol, appearing emotionally unstable or seriously and adversely affected by an illness that makes controlling a vehicle or supervising children unsafe.
- If a guardian arrives to collect children in an unfit state, the front desk:
- o Do not have the right to stop children leaving the site with a guardian
  - o Can offer the guardian a coffee/water and offer to phone an emergency contact or taxi. If the guardian has no money, the site can offer to pay for the taxi and bill their account.
  - o Can contact the police once the child/ren have left the site
  - o Must document the incident on an incident report form and report to Principal ASAP

**Sources:**

Children and Young People (Safety) Act 2017

Department for Education – Records relating to children

Department for Education – Preschool attendance recording procedure

Department for Education – attendance, delivery and collection of preschool children

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