



Arrival and Departure Policy

Quality Area 2:
Children's Health
and Safety

POLICY STATEMENT

East Lismore Community Preschool has a duty of care for a child at all times after a child is signed in and before the child is collected by an authorised person. Accurate arrival and departure time records support compliance with the Education and Care Services National Regulations and also successful implementation of efficient emergency evacuation and lock down procedures. Arrival and departure times are important times that allow families to interact in the environment, build relationships and open up communication with between educators and families.

NATIONAL QUALITY STANDARDS

Element 2.2.1

Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Element 6.1.2

Parent views are respected – The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.

Element 6.2.1

Transitions – Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.

AIMS

Keep an accurate record of child attendance for the purpose of a record of children being cared for by the preschool, ensuring correct staff/child ratios and qualifications are met and for efficient emergency management.

Provide practical and safe processes for the delivery and collection of children at Preschool. These processes will support children settling into the preschool each day and ensure their safety and wellbeing.

IMPLEMENTATION – ATTENDANCE SHEET

Attendance records (Regulation 158)

A record of attendance will include

- Date
- Full name of each child
- Arrival time and signature of person who delivers the child
- Departure time and signature of the person who collects the child

An educator or nominated Supervisor may sign in the place of the person who delivers the child or collects the child. (Regulation 158(1)(ii))

IMPLEMENTATION – ROLES AND RESPONSIBILITIES

The Approved Provider is responsible for

- Ensuring that the Preschool operates in line with the Education and Care Services National law and National Regulations 2011 with regard to the delivery and collection of children at all times.

The Nominated Supervisor is responsible for

- Ensuring that accurate attendance records are maintained at all times
- Ensuring that where an authorised nominee has not signed the child in or signed the child out, that a staff member will sign that the child is in attendance or has been collected
- Ensuring that children do not leave the Preschool unless accompanied by an authorised nominee. (This includes for an excursion or in the case of seeking emergency medical treatment)
- Ensuring that a parent of a child being educated and cared for by the preschool may enter at any time when the child is being educated and cared for except when
 - Permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of care under the National Law
 - The Responsible Person is aware the parent is prohibited by a court order from having contact with the child
- Ensuring that an unauthorised person (as defined by National Law) is not at the service while children are present unless the person is under direct supervision.

Early Childhood Teachers/Educators are responsible for

- Ensuring accuracy of attendance records at all times
- Being available to meet children on arrival and assist with settling
- Providing a supportive and welcoming environment for children and families to assist with separation and settling
- Following service procedures in regards to the delivery and collection of children

- Welcome any authorised nominees when they come to collect a child
- Being aware of who are authorised nominees for a child and ensuring only authorised nominees are able to collect a child
- Ensuring that an authorised nominee presents ID if they are not known to the staff
- Notify the Responsible person if they determine that an authorised nominee is unable to appropriately care for a child they are collecting
- Ensuring that all children are signed out at the end of the Preschool day. In the event that a child is not signed out, check all areas of the Preschool to ensure that no child remains.
- Signing in or signing out a child in the instance that an authorised nominee has not signed the child in on arrival or signed the child out on collection
- Ensuring that a 'signed authority to release form' is completed in the situation where a parent gives authority for a person to be a once off authorised nominee either in person or over the telephone.

Families are responsible for

- Signing the attendance record when delivering their child to preschool and signing the attendance record when collecting their child from preschool
- On delivery of their child, communicate any special considerations for the child that may have changed since last preschool visit eg. medications, a change of routine, a person other than an authorised adult picking up the child or if there is a change in time of arrival or departure for the child.
- The duty of care for the child before the child is signed in and after the child is signed out of preschool, even if they are on the Preschool premises
- Providing the names of two people who are authorised nominees for the purpose of collecting their child from the service
- Informing authorised nominees that they may be required to show ID if they are not known to the educators at the Preschool
- Providing on enrolment any orders through the Magistrates Court or family law that relate to the contact of the child and any prohibitions. Where no court orders are in place, both parents have lawful authority of their children and are permitted to remove children from the Preschool

LEGISLATION

Education and Care Services National Law Act 2010

Education and Care Services National Regulations: Regulation 99, 158, 159, 168(f), 176

Family Law Act 1975 (Cth), as amended 2011

Child and Young Persons (Care and Protection) 1998

AUTHORISATION

This policy was adopted by the Approved Provider of East Lismore Community Preschool on 10th June 2020

REVIEW DATE

This policy will be monitored to ensure compliance with legislative requirements

This policy is set to be reviewed every 2 years unless required earlier due to changes in the workplace or legislative requirements.

Next review date June 2022