**Franklin Early Childhood School Preschool Unit**

**DELIVERY AND COLLECTION OF CHILDREN PROCEDURE**

**PROCEDURES**

Beginning of day

* Preschool Teaching staff greet families and welcome them into the class to settle children at 9:00am
* When students arrive before 9:00am, they will remain with their parents until Preschool teachers greet children at 9:00am in a ‘hand over hand’ manner
* Teachers OR educators receive students into the preschool class from Anglicare at 9am by signing the handover sheet and receiving students in a ‘hand over hand’ manner
* Teachers complete attendance rolls before 9:30am
* Students who arrive after 9:15 collect a late note from the front office and give it to the classroom teacher
* Partial attendance is recorded in attendance roll on SAS as per ACT ETD instructions

End of day

* Teachers and educators practise ‘hand over hand’ delivery of students to their parent/carer at 3pm
* Teacher and educators practise hand over hand delivery of students who attend Anglicare After School Care to Anglicare staff and sign Anglicare sign in sheet
* In the event that an authorised person is collecting a student it is the teacher’s responsibility to ensure that they have written authorisation for this to occur
* In the event that the teacher does not have written authorisation, the teacher must contact the front office to check whether the school has received written authorisation for the person wishing to collect the child
* In the event that a child is picked up before 3pm, by a parent or an authorised person, they must sign their child out at the front office
* If a child has not been collected by a parent or authorised person by 3:15, the teacher must escort the student to the front office
* Students who have not been collected by 3:15 will wait in the front office, with the appropriate amount of adults to maintain student to adult ratios, while the child’s parent/carer is contacted and able to collect their child.

**PURPOSE**

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending Franklin Early Childhood School Preschool Unit.

**POLICY STATEMENT**

**1. VALUES**

Franklin School Preschool Unit is committed to:

* Ensuring the safe delivery and collection of children being educated and cared for at the service
* Meeting its duty of care obligations under the law

**2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Franklin School Preschool Unit.

**3. BACKGROUND AND LEGISLATION**

**Background**

A duty of care exists at all times the child is attending a children’s service. In addition, the service has a duty of care to a child while he/she is on the service’s premises even if he/she hasn’t yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to Supervision of Children Policy). The child may only leave the service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. An authorised person must be 18 years of age or over. An authorised person does not include a parent who is prohibited by a court order from having contact with the child. An exception is made in the event of a medical or other emergency and for excursions.

**Legislation and standards**

Relevant legislation and standards include but are not limited to:

Children and Young People ACT 2008

Education and Care Services National Law Act 2010: Sections 167, 170

Education and Care Services National Regulations 2011: Regulations 99, 168(2)(f)

Family Law Act 1975 (Cth), as amended 2011

National Quality Standard, Quality Area 2: Children’s Health and Safety

Standard 2.3: Each child is protected

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

**4. DEFINITIONS**

Attendance record: Kept by the service to record details of each child attending the service (class roll) including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

Authorised nominee: (In relation to this policy) a person, 18 years or older, who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child’s enrolment form.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Family member: in relation to a child, means:

a) a parent, grandparent, brother, sister, uncle, aunt or cousin of the child, whether of the whole blood

or half-blood, and whether that relationship arises by marriage (including a de facto relationship),

by adoption or otherwise, or

b) a relative of the child according to Aboriginal or Torres Strait Islander tradition, or

c) a person with whom the child resides in a family-like relationship, or

d) a person who is recognised in the child's community as having a familial role in respect of the child.

Inappropriate person: A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Nominated Supervisor will:

* Regularly seek feedback from everyone affected by the policy regarding its effectiveness
* Monitor the implementation, compliance, complaints and incidents in relation to this policy
* Keep the policy up to date with current legislation, research, policy and best practice
* Revise the policy and procedures as part of the service’s policy review cycle, or as required
* Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

*Reviewed: 10/10/19*

*Reviewed for COVID-19: 08/05/2020*