

## BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE

### MANAGEMENT

**Title: DELIVERY & COLLECTION OF CHILDREN**

**Status: Current**

**Date of Origin: July 2012**

**Policy No: P 11**

**Last Review: August 2019**

#### **POLICY STATEMENT:**

Brisbania Before & After School & Vacation Care Centre, will ensure that children arrive at and leave the service in a manner that safeguards their health, safety and wellbeing. Educators will manage this by adhering to clear procedures regarding the delivery and collection of children, ensuring that families understand their requirements and responsibilities and accounting for the whereabouts of children at all times whilst in the service's care.

#### **PROCEDURES:**

##### **(a) Delivery of Children:**

- Children are not to be left at the service unattended at any time prior to the opening hours of the service.
- The attendance register must record the child's time of arrival and have a signature documented.
- Educators will be aware of each child's arrival at the service and exchange information with the person delivering the child such as who will be collecting the child.
- If a child requires medication to be administered whilst at the service, the person delivering the child must document this in writing as per the services Administration of Medication procedures.
- Children will be **escorted** by a staff member in the morning to ensure their safe arrival to school at 8.30 when a teacher is on playground duty.
- Kindergarten children will be delivered by a staff member directly to the teacher on duty, **in the morning for the first term of the school year.**
- Parents are not permitted to drive up the driveway or park on the school grounds

##### **(b) Collection of Children:**

- Children must be collected by the closing time of the centre.
- Any person who is collecting a child from the service must be listed as an authorised nominee on the child's enrolment form with their contact details. The collection list must be kept current and updated on a regular basis.
- The authorised nominee who is collecting a child must sign the attendance register and record the time of collection and their signature.
- Written authorisation must be given in the child's enrolment form if children have permission to leave the service themselves. In this case, the Responsible Person would sign the child out of the service.
- Educators will be aware of each child's departure from the service to ensure children are only collected by an authorised nominee listed on their collection list.
- Educators should be notified as soon as possible if the authorised nominee will be later than expected and the child will be informed to avoid unnecessary anxiety.

- If a person who is not on the collection list arrives to collect a child, written authorisation will be sought from an authorised nominee before the child is able to leave the service. The Responsible Person will also request identification from the person collecting the child.
- In the case of an emergency where a child's authorised nominees cannot collect the child and someone not on the collection list will be collecting the child, the service must be notified by phone as soon as possible by an authorised nominee. Written authorisation should be gained where possible however verbal consent and an identification check will be sufficient in the case of an emergency.
- After school finishes Kindergarten children will be picked up from their teacher by a staff member and escorted to the centre for the first term of the school year. During term 2 children will be taken to the centre by their class teacher or a student buddy.
- Children in year 1 and over will make their own way to the centre. A staff member will monitor their arrival from the centre's veranda.
- Parents are not permitted to drive up the driveway or park on the school grounds

**(c) Absent and Missing Children:**

- Families are required to notify educators as early as possible if children will be absent from the service. Educators will record the absences in an appropriate place where other educators will be aware of the information.
- Families will be informed of their notifying responsibilities upon enrolment and through the parent handbook.
- If a child only attends after school care the families must notify educators when a child has returned from an absence so they know to expect the child at the service.
- Should a child not arrive at the service or not be waiting in the designated area when expected, educators will:
  - Ask the other children of their knowledge of where the child might be.
  - Approach the school office and ask for information regarding the child's attendance at school.
  - If the child was absent from school, call the child's authorised nominees at a suitable time to remind them of their notifying responsibilities and find out when they should expect the child to return to the service.
  - If the child was present at school and the other children and school staff are unaware of their whereabouts, educators will ask the school staff for assistance in searching for the child in the school area. Ensure supervision is maintained for other children during this process.
  - If the child is still unable to be located, educators will return to the service and call the child's authorised nominees to gain further information. Continue to call the authorised nominees on the contact list until contact has been made. Maintain contact with the authorised nominees until the child has been located.
- Continue to keep in contact with the school during this time.
- Arrange for appropriate supervision of children at the service and send an educator back to the school area to continue looking for the child. Follow up on any leads regarding children going to a friend's home and check common places in the local area.
- If the child remains missing, contact the police and keep the authorised nominees and school informed of the situation.
- Educators will notify the Department of Education and Communities (DECS) within 24 hours of the incident occurring.

**CONSIDERATIONS:**

Education and Care Services National Regulations: 99, 158-161, 168, 176.

National Quality Standards: 2.3 and 7.3

**Other Service policies/documentation**

- Parent Handbook
- Staff Handbook
- Acceptance and Refusal of Authorisations Policy
- Enrolment and Orientation Policy
- Administration of Medication Policy
- Providing a Child Safe Environment Policy

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