



Victor Harbor Community Kindergarten

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Delivery and Collection of Children

27 August, 2019

Updated and amendments made 8/2/2021

Purpose

Victor Harbor Community Kindergarten has a duty of care to ensure the safety of all children in relation to the delivery and collection of children. Staff and Governing Council acknowledges that for the Kindergarten to function effectively, children must be delivered and collected within the official opening hours of 8.15 am – 3.00pm (Monday- Thursday) and 8.30am -11.30am (Friday). Children must be collected by persons over the age of 18 and authorized by the parent/guardian to do so.

Please note: please also refer to Safe Transportation of Children Policy for those children who regularly travel to or from Kindergarten by DfE government bus

Aims

- To ensure the safety of children and staff at all times
- To provide for the efficient operation of the centre
- To ensure staff working conditions are maintained
- To maintain the Centre's legal responsibilities

Procedure

Delivery of children

- A child must be 'signed in' by the parent/guardian on arrival at Kindergarten. If they are to be picked up by another authorized person this must also be written.

Collection of children:

- A child must be 'signed out' by the parent/guardian on collection at Kindergarten.
- A child will be 'handed over' by staff to parent/guardians and authorised persons only.
- A child will not be 'handed over' by staff to anyone suspected of being under the influence of alcohol or drugs.
- A child will only be 'handed over' to a person that has been authorised.

Authorised persons:

- An authorised person is anyone given permission on the space provided on the enrolment form by the enrolling parent.
- It is the parent's responsibility to keep the Kindergarten informed of any changes to the authorised people.
- If someone not stated on the enrolment form is collecting the child, it is the parent's responsibility to inform staff of the person's name. If staff have not previously met that person, photo identification may be checked.
- If a child is to be picked up by someone who does not usually pick up that child, it must be written in the Sign In book on arrival by the parent or guardian. Please also inform a staff member that this will be happening.
- If someone unknown to staff attempts to pick up a child, the parent will be notified and permission sought before "handing over" the child.

- Children will not be “handed over” until a person’s identity is established and permission is given from the parent/guardian.

Late collection of children:

- Parents/caregivers must contact the Kindergarten if they are going to be running more than 10 minutes late. Children can become distressed when parents are running late and it is important to their wellbeing to know that parents have contacted the staff.
- If you believe that you may be more than 10 minutes late, wherever possible, arrange for someone alternative to collect your child. Staff’s work does not finish at 3.00pm when the children leave, we have much to do: meetings, preparation of learning programmes, learning documentation, assessing and reporting, etc. It is difficult to achieve this if there are Kindergarten children remaining on the premises that need to be supervised.

Court orders:

- Any parent gaining a Court Order or injunction against the access of their spouse, ex-spouse or other adult to their child, must inform the Kindergarten immediately and provide a copy of that Court Order.
- Staff will not ‘hand over’ a child to a parent or adult who has legally been denied access.
- Staff will attempt to dissuade the non-custodial parent from taking the child while another staff member calls the Police.
- Upon arrival, the Police will be responsible for the offending adult while staff reassure the child and contact the custodial parent.
- Please note that a parent will not be denied access to their child if the Kindergarten does not have an official copy of the custody order.

Sources

- Preschool attendance recording procedure (DfE)
- Acceptance and refusal of authorisations policy (DfE)
- **National Quality Standard and Regulations** - National Quality Standard 2.32 , Regulation 168 (2) (f), Related key regulations: 99, 158, 160, 176

Approved and Checked By

Review 2022 or as required

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date