



St Michael's Collegiate

*Set for life*

Subject: <b>DELIVERY AND COLLECTION OF CHILDREN POLICY</b>	Policy No: ELC 12 – Version 3
	Effective: December 2018
	Revised: September 2019
Covers: <b>COLLEGIATE ELC, OSHC AND KINDERGARTEN</b>	Review Date: December 2021

## Delivery and Collection of Children

### Policy

Collegiate Early Learning Centre (ELC), Outside School Hours Care (OSHC) and St Michael's Collegiate Kindergarten will implement policies and procedures to ensure children are delivered and collected from the School/service premises, including ELC, Before School Care (BSC), Kindergarten, OSHC and during excursions and regular outings, in a manner that meets the requirements of the *Education and Care Services National Law* and the *Education and Care Services National Regulations*.

Children's health, safety and wellbeing is paramount at all times.

### Procedure

As with all transitions, teachers and educators will actively support and engage with children and families during arrival and departure times. This may include but is not limited to:

- Offering children the opportunity to transition into the relevant program (e.g. say goodbye);
- Providing spaces for parents to meet;
- Seeking – and listening to – advice from parents (using this as a time to gather and share information; while being aware of other means and times to sharing information);
- Meeting new parents to discuss the transition;
- Maintaining regular communication with families (e.g. Parent Portal);
- Working collaboratively with families and support services;
- Recognition of the significance of starting School/education and care for children and families;
- Recognition that transition is different for each child.

“Building relationships between educators involved in transition is a key factor in promoting continuity and a sense of belonging for all involved (Hartley, Rogers, Smith, Peters, & Carr, 2012). When educators collaborate, transitions can be regarded as opportunities to forge partnerships (Bennett, 2013), and to create potential meeting places (Moss, 2013), where educators can engage in reflection, analysis and critique, develop joint understandings and share their expertise. Where transition creates a meeting place, there is potential for many perspectives and interactions to be regarded as valuable.” (Dockett, S. & Perry, B. (2014). *Continuity of Learning: A resource to support effective transition to school and school age care*. Canberra, ACT: Australian Government Department of Education).

Continuity of learning and transitions for each child will be supported during arrival and departure times by sharing information and clarifying responsibilities.

Arrival and departure times will be used as an opportunity to build collaborative relationships with children and families. Information may also be shared with families through a range of other means. For example:

- Scheduled meetings;
- Assessments and documentation;
- Parent Portal;
- Emails;
- Phone calls; and
- Formal and informal conversations.

Children must only be delivered and collected from Collegiate ELC, OSHC and Kindergarten:

- Within the Service's approved operating hours; and
- By a person who is legally authorised to do so.

In line with the *Education and Care Services National Regulations* (Regulation 99) the approved provider and nominated supervisors must ensure that a child does not leave the education and care service premise (Collegiate ELC, OSHC and St Michael's Collegiate Kindergarten) unless:

- The child is given into the care of:
  - a parent<sup>1</sup>; **or**
  - an authorised nominee named in the child's enrolment record; **or**
  - a person authorised in writing (this may include an email from the account listed within the relevant enrolment record) by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; **or**
- Written authorisation has been given by the parent or authorised nominee named in the child's enrolment; **or**
- Going on an excursion or regular outing (and the required written authorisation has been received); **or**
- Requiring medical, hospital, ambulance treatment or because of another emergency.

The person collecting the child must be over the age of 18 (unless the person is the child's parent).

<sup>1</sup>*Note: A parent includes a guardian of the child and a person who has parental responsibility for a child under a decision or order of a court.*

*A parent does not include a parent who is prohibited by a court order from having contact with the child.*

*In line with the Enrolment and Orientation Policy and Procedure, to ensure a valid enrolment, any relevant Court Order documentation must be maintained as current and stored with the child's enrolment record.*

In addition to this:

- The attendance record must be signed by the person delivering or collecting the child, each time that the child is delivered to or collected from the service. The record must include:
  - the full name of each child;
  - the date;
  - the exact time of each child's arrival and departure;
  - signature (as outlined above).

Where the attendance record is recorded via the QikKids Kiosk, the personalised, individual, digital PIN is taken in place of the required signature.

The person delivering and collecting the child **MUST** ensure the child is correctly signed in and out of the School/service for each day of attendance. Where this does not occur, a fee may be levied.

Note: The QikKids Kiosk is a digital sign in and out system allowing for parents/guardians to drop off or pick up their children entering a quick and easy digital pin.

*The Education and Care Services National Regulations* gives provision for a nominated supervisor or an educator to sign a child in or out in certain circumstances (e.g. sign in for After School Care).

- Children must only be delivered and collected from the School/service premises within operating hours:
  - Kindergarten: 9am – 3pm (School Terms only);
  - ELC: 7:30am – 6pm;
  - BSC: 7:30am – 8:15am (School Terms only);
  - ASC: 3pm – 6pm (School Terms only);
  - Vacation Care: 7:30am – 6pm (Advertised holidays only).

- Where a person other than the parent or a person nominated on the child's enrolment record arrives to collect a child, the parents/family must notify the School/service prior to person's arrival (e.g. at morning drop off).

Prior written authorisation (from a parent/ authorised person) must be given in line with the *Education and Care Services National Regulations* prior to the child leaving the School/service premises. The authorisation must include a physical description of the person and details of their relationship to the child. Before the child is released into the care of the nominated person, photographic identification must be sighted.

In an extreme emergency situation<sup>1</sup>, written authorisation may be forwarded to the School/service via a text message or email (as listed within the child's enrolment record). The authorisation must include all of the above requirements and be included in the child's enrolment record.

- Any alteration to the information supplied in the child's enrolment record regarding those authorised to collect the child must be made in writing and must be stored with the child's enrolment record (this may also include the implementation or alteration to a court order, parenting order or parenting plan).
- An unauthorised person is not permitted to collect children from the School/service. An unauthorised person will be asked to leave the School/service premises immediately. Refusal to leave the School/service premises will

necessitate the Manager, Responsible Person (person in day to day charge) or other staff member contacting Tasmania Police to remove the person(s). As applicable, lockdown procedures may be implemented (see Emergency and Evacuation Procedure).

- Where a child is not collected from School or the service by the displayed closing time, the responsible person (or delegate) will endeavour to contact the parent or authorised person(s) listed within the child's enrolment record.

Where a child is not collected from School and a parent or authorised person cannot be contacted to verify collection, where ratios allow, the child may attend ASC or wait at the Junior School reception.

Where contact cannot be made within 1 hour of the displayed OSHC/ELC closing time, the responsible person will notify the Manager and/or a nominated supervisor.

As applicable, the Manager/nominated supervisor will seek advice from the School Chaplain, Child Safety Services or the Education and Care Unit, Department of Education.

## **Collection and Delivery of Children to BSC and OSHC**

### **BSC**

On arrival at BSC (located in the ELC building) parents are to ensure:

- Their child is correctly signed in to the program (as outlined above);
- The child's bag is safely stored in the BSC area;
- Any medication (or similar items) are removed from the child's bag and presented to an educator and signed in as applicable;
- An educator is notified of each child's arrival.

Educators will support children to engage in age and developmentally appropriate experiences.

"Children in school age care settings are challenged to be curious about what is of interest to them while at the same time developing self-identity and social competencies." (adapted from Stig Lund, Danish National Federation of Early Childhood Teachers and Youth Educators and Nordic Teachers Council; MY TIME, OUR PLACE Framework for School Age Care in Australia p. 3).

On departure from BSC, an educator must ensure each child is signed out of BSC correctly (as outlined above). Children will be reminded and supported to collect all their belongings. An educator will escort children to the Junior School Campus. Kindergarten children will be directly taken to their classroom.

Educators will ensure any relevant information is passed on to the relevant class teacher in a timely and confidential manner.

### **OSHC**

At the completion of the school day, children attending Kindergarten - Grade 2 will be met just outside their classroom by an educator. On collection from their classroom, an educator will sign Kindergarten and Prep children into OSHC.

Unless a specific, written agreement is in place, all other children will be given the autonomy to make their own way to OSHC (located in Alkira) in a timely manner, under the instruction of their class teacher. On arrival at OSHC, an educator will ensure each child is correctly signed in (as outlined above).

Once all classes have arrived at OSHC, an overall role call will be taken (this should occur at approximately 3:10 pm – 3:15 pm).

Parents are requested to notify OSHC where they are aware their child will not be attending OSHC on an enrolled day (or are attending an extra-curricular activity directly after school instead of or prior to attending OSHC). Parents may notify OSHC of 'one off' changes to their child's attendance via email ([asc@collegiate.tas.edu.au](mailto:asc@collegiate.tas.edu.au) or [elc@collegiate.tas.edu.au](mailto:elc@collegiate.tas.edu.au)) or telephone (this excludes changes to a child's ongoing enrolled days). Notice of at least one hour prior to the commencement of the program is preferred.

Where a child enrolled in OSHC is not present, an educator will verify with the Class Teacher, Aide and/or School Office if the child was present on that day and/or if the parent has left a written or verbal message for OSHC. In such cases, the educator will note the circumstances and/or message on the sign in sheet. In all other cases, the responsible person must contact the parents as soon as practicable and verify if the child has already been collected from the school premises.

Where the child has not been collected by a parent or other authorised person the child will be taken as a missing child and the responsible person must enact the relevant procedure (See below).

Where a child arrives at ASC and is not listed on the attendance record, the OSHC responsible person must contact the School Office as soon as practicable (but before 3:30 pm) and verify if the child was booked into ASC. If this is not able to be verified, the responsible person must contact the parents immediately.

The child must be added to the Attendance Sheet and signed in / out, as outlined above. Where the attendance of the child exceeds ratios or approved numbers, the child must remain in the care and supervision of the School and be collected immediately.

When collecting their child from OSHC, the parent (or other authorised person) must inform an educator that the child is being collected. The child must be signed out in line with this policy.

All children attending BSC and OSHC will be included in the relevant ratios at all times, as outlined in the *Education and Care Services National Regulations*.

## **Lost or Missing Child**

### **OSHC**

Where a child is taken to be lost or missing from OSHC, an educator will contact the relevant class teacher or Junior School Office to verify if the child had attended on that day or if a message had been left by the parent for OSHC.

Where the child had attended school and no message has been left, a search of the immediate school grounds will be conducted (including, but not limited to, the child's classroom, surrounding classrooms, Junior School playground).

If the child is not located within the immediate school grounds, a wider search will be conducted. The Manager of Collegiate ELC and OSHC (or person in day to day charge) must be notified at this time to help co-ordinate the search.

Where a child is not located, the child's parents will be contacted to verify if the child had been collected without OSHC being notified.

Where a child has not been located within 1 hour of the end of the school day, a nominated supervisor and/or Head of the Junior School will be notified. Collegiate ELC and OSHC will implement any directions given by the nominated supervisor, Head of the Junior School. Where there are ongoing concerns in regard to a child's safety, the Manager, a nominated supervisor and/or the Head of the Junior School may liaise with Child Safety Services or Tasmania Police.

### **ELC and Kindergarten**

Where a child is taken to be lost or missing from ELC and Kindergarten, the Manager/Kindergarten Teacher or responsible person (or person in day to day charge) must be notified immediately.

A thorough search will be conducted of the ELC/Kindergarten premises. Where a child is not located on an initial search of the premises, the nominated supervisor and Head of the Junior School will be notified.

Where a child is not located within 1 hour, the child's parents will be notified. Collegiate ELC, OSHC and Kindergarten will implement any directions given by a nominated supervisor and/or the Head of the Junior School. Where there are ongoing concerns in regard to a child's safety, the Manager, a nominated supervisor and/or the Head of the Junior School may liaise with Child Safety Services or Tasmania Police.

### **Relevant Policies and Procedures**

- Acceptance and Refusal of Authorisations Policy and Procedure
- Enrolment and Orientation Policy and Procedure
- Grievance Policy and Procedure
- Mandatory Reporting Policy and Procedure
- Protective Practices and Behaviour Guidelines Policy
- Provision of a Child Safe Environment Policy and Procedure
- Payment of Fees Policy and Procedure
- SMC Safeguarding Students and Children Policy

### **Sources**

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- ACECQA
- Peters, S. (2010). *Literature Review: Transition from early childhood education to school*. Wellington: New Zealand Ministry of Education.
- Dockett, S. & Perry, B. (2014). *Continuity of Learning: A resource to support effective transition to school and school age care*. Canberra, ACT: Australian Government Department of Education.

<sup>2</sup>An extreme emergency situation may be taken to mean, but is not limited to, the parent and/or other authorised persons being involved in an accident or other emergency situation.