

UNDER REVIEW

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DELIVERY AND COLLECTION OF CHILDREN POLICY

POLICY ADOPTED: August 2014

Policy Objective:

The education and care setting will:

- Ensure the safe and documented arrival and departure of children at the education and care setting;
- Support children in settling into the service each day and experience quality education and care through continuity of educators, positive interactions within the community of the service.

Policy Statement:

This policy relates to the arrival and departure of children within the education and care setting; the delivery of children to, and collection of children from, education and care service premises.

An accurate record of child attendance is critical to ensure that there is a record of the children being cared and educated by the service and that the correct child/staff ratios are being met.

Practical and safe approaches to the delivery and collection of children at the Bland Shire Councils Children's Service will promote a smooth transition between home and the service, assure the completion of the required records and confirms the child's presence or absence from the service. This ensures that the child's arrival and departure at the service continues their safe care and custody, and that the service is meeting its duty of care obligations under the law.

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010 Section 165,167
- Education and Care Services National Regulations 2011:99, 158-159, 168(f), 176
- Family Assistance Law
- Family Law Act 1975 (Cth), as amended 2011
- Children and Young Persons (Care and Protection) Act 1998

Definitions:

In this policy "staff" refers to staff employed by Bland Shire Council Children's Services and educators registered with the Bland/Temora Family Day Scheme.

Duty of care

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 services premises even if he/she hasn't been signed in to the service or has been signed out of the service.

Family Day Care

Bland/Temora Family Day Care service has implemented a technology platform which includes the use of electronic signatures (or e-Signatures) resulting in parents signing their children into and out of care using e-Signature technology.

This technology will include the following requirements:

1. A record of attendance which includes the full name of each child attending, arrival and departure times, e-signature of the person who delivers and collects the child or the nominated supervisor or educator.
2. A child will leave the family day care service only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)

Educators will:

1. Review the attendance record. Where parents or authorised persons have not signed in, the educator will note that the child is in attendance. Families will be reminded to complete this record, as per the e-signature procedure.
2. Ensure that all children have been signed out of the family day care service. If a child is not signed out, educators will note that the child is not in attendance. Families will be reminded to complete this record, as per the e-signature procedure.
3. Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the family day care service.
4. Allow a child to leave the family day care service only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care of the family day care service. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances.

Families/family member or delegated authority will:

1. Sign each child in and out of the family day care service upon actual arrival and at the time of actual departure, on the digital Record of Attendance.
2. Remain responsible for their child whilst they are on the family day care service premises.

Arrival and departure - the experience for the child and family

The educator will:

1. On orientation and on the first day of attendance, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that Record of Attendance will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
2. Ensure that Placement Agreements (Complying written arrangement – CWA) with families will be completed and updated to reflect the booked times of care.

Educators and staff will:

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

Families/family member or delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

Mobile Resource Unit - Play Group Sessions

A record of attendance is brought to the venue. This attendance sheet is to be completed by the parent/ guardian of the child/ren attending the session. The record includes full name of each child attending, arrival and departure times, and signature of the person who attends with/supervises the child.

A child will leave the venue only with a parent/guardian. (This does not include a parent who is prohibited by a court order from having contact.)

At no time is a child to be left in the care of a staff member. Children are the responsibility of the parent/guardian at all times.

In addition to these records the responsible person will:

1. Review the Sign In and Out Sheet. Where parents or authorised persons have not signed in, a staff member will remind families to complete this record.
2. Allow a child to leave the centre only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances

Families/family member or delegated authority will:

1. Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature.
2. Remain responsible for their child whilst they are on the education and care premises.
3. Children are the responsibility of the parent/guardian at all times.

Mobile Resource Unit - Ungarie Preschool/Vacation Care

A record of attendance, kept at the centre, includes full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator.

A child will leave the centre only with a parent/guardian, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)

In addition to these records the responsible person will:

1. Review the Sign In and Out Sheet. Where parents or authorised persons have not signed in, a staff member will note that the child is in attendance. Families will be reminded to complete this record.
2. Ensure that two staff members verify all children have been signed out of the centre. If a child is not signed out, educators/staff members will check all areas (inside and outside) of the centre to ensure no child remains. This will be confirmed via the Statement on the Sign In/Out Sheet.
3. Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.
4. Allow a child to leave the centre only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances.

Families/family member or delegated authority will:

1. Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature.
2. Remain responsible for their child whilst they are on the education and care premises.

Arrival and departure - the experience for the child and family

The responsible person will:

1. On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that sign in sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
2. Develop rosters to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

Families/family member or delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

Authorised Nominees

- Authorised nominees must be 16 years of age or older.
- Authorised nominees, unknown to the educator will be asked to provide photo ID prior to the collecting and signing out of child/ren.
- Educators are to check the name on the photo ID against the list of approved persons to collect a child and sign the roll. A person is not allowed to collect a child if they do not have ID, or if the ID does not match the authorisation list.

Preschool Sign In/Out

Parents/authorised guardians are required by law to sign their child into and out of our care each day.

This will include:

- the time of arrival and sign in.
- the time of departure and sign out.

If someone else is collecting the your child from the service, this must be noted on the attendance record and a staff member advised.

A record of attendance is located on the table in each classroom and includes the full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator.

A child will leave the centre only with a parent/guardian, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)

Families/family member or delegated authority will:

1. Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature.
2. Remain responsible for their child whilst they are on the education and care premises.

Arrival and departure - the experience for the child and family

The responsible person will:

1. On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that sign in sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
2. Develop rosters to provide for continuity of care for the families and children throughout the day.

Educators and staff will:

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

Families/family member or delegated authority will:

- Communicate any changes of routine with educators. This communication may include information about medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by educators to ensure the safety and wellbeing of each child.

Mobile Resource Unit Long Day Care/Preschool sessions

E-signatures will be implemented in January 2019, which requires the use of electronic signatures (or e-Signatures) resulting in parents signing their children into and out of care using e-Signature technology.

This technology will include the following requirements:

1. A record of attendance which includes the full name of each child attending, arrival and departure times, e-signature of the person who delivers and collects the child or the nominated supervisor or educator.
2. A child will leave the service only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)

Educators will:

1. Review the attendance record. Where parents or authorised persons have not signed in, the educator will note that the child is in attendance. Families will be reminded to complete this record, as per the e-signature procedure.
2. Ensure that all children have been signed out of the service. If a child is not signed out, educators will note that the child is not in attendance. Families will be reminded to complete this record, as per the e-signature procedure.
3. Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.
4. Allow a child to leave the service only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care of the service. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances.

Families/family member or delegated authority will:

1. Sign each child in and out of the service upon actual arrival and at the time of actual departure, on the digital Record of Attendance.
2. Remain responsible for their child whilst they are on the service premises.

Review of the Attendance record

- Staff will regularly review the attendance record to ensure its accuracy at all times.
- In instances where a parent or authorised nominee has not signed the child in, a staff member will note that the child is in attendance.
- Prior to closing the service, staff members must verify that all children have been signed out of the service. If a child is not signed out, educators will check all areas of the service to ensure no child remains. This will be record on the attendance record.

Evaluation

Arrival and departure times encourage families to interact in the environment, build relationships, open communication networks and ensure the safety of children when being delivered and collected from the service.

References:

Department of Education and Training – www.education.gov.au accessed August 2018
 Community Early learning Australia – sample policy - www.cela.org.au accessed August 2018
 Harmony software, Harmonyweb – Redbourne Group - www.harmonykids.com.au accessed August 2018

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director of Corporate, Community and Development Services			
EDRMS Doc. ID	392162			
Superseded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
August 2014	0	9.12		
9 October 2018			August 2020	

Related Council Policy/Procedure
E-signature procedure