

Children's Health and Safety QA2

DELIVERY, ATTENDANCE, COLLECTION OF CHILDREN INCLUDING ACCEPTANCE AND REFUSAL OF AUTHORISATION Policy and Procedures

Links to Regulations: 99 157, 158, 160- 162,168 (2) (f) (m), 177 (1) (k) (l), (2), (3), (4) Links to quality areas, standards or elements: 2.3, 4.1, 6, 7.1, 7.3

DELIVERY AND ATTENDANCE OF CHILDREN Procedures:

- Please inform staff on arrival, if your child has had any medication (e.g. Paracetamol) before attending the Centre or if they have been unwell overnight.
- On arrival, **Childcare children** are to be handed personally to a staff member and parent/guardian or Authorised person fill in the Sign in/out sheet.
- Please ensure your **Preschool children** are greeted by an Educator on their arrival.
- Educators greet **Bus children** on arrival at the Scotland Street entrance.
- The Out of School Hours children are tracked through the use of the Childcare Sign in/out sheet, and through the daily Bus Transfer sheets. Educators sign Childcare OSHC Bus children in once they have arrived at the Centre.
- Childcare Educators check the Sign/in/out book in child care against the number of children in their care at meal times (9:30am, 11:30am, 2:30pm & 4:30pm) at the end of each session (8:45am, 12:45pm, 3:30pm, 5:45pm), after coming inside and after 3:30pm pick up.
- The Preschool Roll is marked just after the commencement of the session and again after lunch. An educator will sign the Roll at the end of the day. The time children arrive after the 8:25am start will be recorded against their name.
- If you need to collect your child early, please notify staff as this will also be entered on the Preschool Roll. The Preschool Roll will be maintained on site for one year.
- Centre gates have child safety catches above 1300mm high and are self-closing. Parents are requested to ensure gates and doors are closed behind them.
- Doors giving direct access to the street have handles positioned above 1300mm from the floor and are locked from the outside for use by staff only.

COLLECTION Procedures:

Balaklava Community Children's Centre has a Duty of Care to ensure:

1. Only authorised people are able to collect the child and all precautions will be taken to ensure this happens.
 - Names and contact numbers of all persons authorised to collect children must be included on the enrolment form.
 - Parents must notify the Centre if a person not listed on the enrolment form is to collect their child giving a verbal description. Proof of identity of this person will be required by staff. Eg. driver's licence or other acceptable photo identification.
 - Please notify staff when you have arrived to collect your child and sign the Sign in/out book as you leave.
2. At the time of enrolment (or when any other facet of family situation changes and the Centre becomes aware of such), the Centre must ask parents if Family Court Orders or Intervention Orders are in place and if they are to provide the Centre with copies.
 - A copy of the court order must be kept in the child's file and sighted by the Director and/or Deputy Director
 - Unless otherwise provided by a court order, the current *Family Law Act 1975* states that each parent has equal responsibility for their child, meaning that each parent is entitled to fully

(between 4pm – 9am) or the Child Abuse report line (between 9am – 4pm) will be contacted and asked to take responsibility for the child.

3. If the child is collected by Crisis Care outside business hours and still no contact made with the parent/guardian and emergency contacts, staff will post a notice on the Centre's entrance doors with a short explanation of circumstances and relevant telephone contact numbers before leaving the centre.

NB: The Centres late fee will be charged from the end of the booked session until the time of collection.

Supporting Resources:

- BCCC Complaints and Communication Policy and Procedures and Parents Concern and Complaints brochure
- BCCC Enrolment and Induction Packs
- Centre waiting list for Childcare and Preschool children
- Responding to Child Abuse and Neglect training
- Early Years System
- DECD Preschool Enrolment Policy
- Preschool and Integrated Services Enrolment Forms
- DECD Attendance Policy, including Attendance Recording Procedures for Preschools
- Legislation and Legal Services website: Resources and Services
- Work Health & Safety: Risk Management Policy & Framework; Hazard Management Procedure; Injury Management, Induction Video <http://player.vimeo.com/video/60983250>
- Enrolment Forms contain Immunisation Records, Health and Additional Needs information as well as current family contact details
- School Care on 8463 6564 or DECDSchoolCare@sa.gov.au
- Australian Children's Education & Care Quality Authority, October 2011, National Quality Framework Resource Kit

Sources:

- DECD Enrolment Policy and Procedures, including *Proof of Age; Children subject to Family Law & Intervention Orders*
- DECD Early Years System
- Crisis Care on 131611 (operation hours 4pm – 9am Monday to Friday, 24hrs a day Saturday, Sunday and public holidays)
- Child Abuse Report line on 131478 (operation hours 9am – 4pm weekdays)
- Families SA, Port Pirie office, on 1800 804 550 (freecall) or 8638 4311
- Balaklava Police station on 88621444

Policy last reviewed: Term 2 2016

Policy review due: Term 2 2017

Approval Signature:

