

ARRIVAL AND DEPARTURE OF CHILDREN

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



Part 1 - Purpose

To ensure the safety and wellbeing of all children, particularly during daily arrival and departure times.

Part 2 - Scope

This policy and procedure relates to Quality Areas Two, Five and Six of the National Quality Standard. This policy and procedure applies to all Educators and support staff employed to work in an Early Childhood Centre.

Part 3 - Policy

The Nominated Supervisor (or Certified Supervisor on duty) will ensure that once any child has arrived at the Centre and been legally signed in, they do not leave the Centre except when:

- given into the care of
 - a parent of the child; or
 - an authorised nominee named in the child's enrolment record; or
 - a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or
- leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or
- is taken on an excursion in accordance with this Division; or
- is given into the care of a person or taken outside the premises—
 - because the child requires medical, hospital or ambulance care or treatment; or
 - because of another emergency.

On arrival at the Centre, every child and their family is entitled to be greeted and welcomed by an Educator at the Centre. Educators will support children to manage the transition from their family to the Centre, and will also be available to the family if any information, requests or requirements need to be communicated.

On departure from the Centre, every child and their family is entitled to be farewelled by an Educator at the Centre. Educators will ensure that information about the child's day is available to the family, and that every effort is made to make an Educator available to speak with the family in greater detail about their child if required without compromising the education and care of other children.

Part 4 - Procedures

4.1 Arrival at the Centre

Upon arrival at the Centre, every child (and their family) must:

- be signed into the Centre's duty of care by their parent or guardian;
- be aware (or be made aware) of where they will be joining the other children and Educators of the Centre (e.g. the Preschool Room, the Outdoor Play Area);
- be welcomed and greeted by Educators;
- be made aware (if reasonably possible) of any staffing changes in their classroom;
- be given an opportunity to speak with an Educator, or have an Educator speak with their parent or guardian, about any individual information, requirements or questions they may have;
- be provided with any required support or reassurance as they transition from their family to the Centre.

4.2 Departure from the Centre

Upon departure from the Centre, every child (and their family) must:

- be signed out of the Centre's duty of care by their parent or guardian;
- be farewelled by Educators, and given an opportunity to say goodbye to their peers;

ARRIVAL AND DEPARTURE OF CHILDREN

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



- have any incident reports provided to their family, and the incident explained and discussed;
- be given an opportunity to speak with an Educator, or have an Educator speak with their parent or guardian, about their day and any individual information required to be passed on from the Centre;
- be provided with any required support or reassurance as they transition from the Centre to their family.

4.3 Leaving the Centre for Other Purposes

There are a number of occasions and purposes for which children may leave the Centre without departing with a parent or guardian. The following procedures must be undertaken in the event of:

- A child leaving the premises in accordance with instructions from their parent or guardian (or authorised nominee named in the child's enrolment record):
 - Written authorisation must be provided to the Nominated Supervisor (or Certified Supervisor on duty), including full details of the purpose and requirements of the Centre;
 - The child must be signed out by the responsible person facilitating the child's departure, or by the Nominated Supervisor (or Certified Supervisor on duty).
- A child being taken on an authorised excursion:
 - Procedures are followed as per Northside's Excursion Policy and Procedure
- A child leaves the Centre in the course of requiring medical or health treatment, or another emergency:
 - Procedures are followed as per Northside's Management of a Serious Incident Involving a Child Policy and Procedure

Part 5 - Definitions

Northside: Northside Community Service, including all Services operated by both Community Services and Children's Services.

Approved Provider: A person who holds a provider approval under the National Quality Framework. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.

Nominated Supervisor: A person who is a certified supervisor, has been nominated by the Approved Provider to accept day-to-day management of the Early Childhood Centre and has consented to that nomination.

Certified Supervisor on Duty: A certified supervisor is placed in day-to-day charge of an education and care service if the approved provider or nominated supervisor nominates the certified supervisor as the person in day-to-day charge, and the certified supervisor accepts this nomination in writing.

Part 6 – Related Documents

Education and Care Services National Regulations

located at: <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

Part 7 – Policy Status and Details

Document Reference:	Children's Services – Arrival and Departure of Children
Status:	Final
Approval Authority:	Simon Rosenberg – Chief Executive Officer
Signature of Approval Authority:	
Approval Date:	10 November 2015
Effective Date:	10 November 2015
Review Date:	29 March 2016
Expiry Date:	29 March 2017

ARRIVAL AND DEPARTURE OF CHILDREN

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



Functional Unit:	Children's Services
Author:	Anna Whitty
Enquiries Contact:	Name: Anna Whitty Position: Executive Director, Children's Services Phone: 02 6257 2255 Email: anna.whitty@northside.asn.au

Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
---------------	-------------	--------	--------------------