

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 applies to all Educators and Centre Directors employed at a Northside Children's Services Early Childhood Centre.

This policy and procedure relates to Quality Areas Two, Five and Six of the National Quality Standard.

Part 3 - Policy

The Nominated Supervisor (or Responsible Person) 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 over the age of 18 named in the child's enrolment record; or
- written or verbal authorisation is obtained from the child's parent or authorised nominee named in the child's enrolment record; or
- taken on an excursion in accordance with our Excursion Policy.
- 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 detail about their child if required without compromising the education and care of other children.

Part 4 - Procedures

Arrival at the Centre

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

- Welcomed and greeted by Educators;
- Signed into the Centre's duty of care by their parent, guardian or authorised contact;
- Aware (or be made aware) of where they will be joining the other children and Educators of the Centre (e.g. the Preschool Room, outdoor learning environment);
- Made aware (if reasonably possible) of any staffing changes in their classroom and introduced to any new casual educators;
- 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;
- Provided with any required support or reassurance as they transition from their family to the Centre.

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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, guardian or authorised contact;
- Be farewelled by Educators, and given an opportunity to say goodbye to their peers;
- 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.

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)
 - Written authorisation must be provided to the Nominated Supervisor (or Responsible Person 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 Responsible Person on duty).
- A child being taken on an authorised excursion:
 - Procedures are followed as per Northside's *Excursions 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 business units.

Staff member: Any person, paid or unpaid, engaging in work or representing the interests of Northside Community Service.

Educators: Early childhood practitioners who work directly with children in early childhood settings

Nominated Supervisor: The qualified staff member (the Approved Provider or a Director or Educator nominated to fill the position) who is identified within the Service and has been legally appointed with relevant documentation as the Nominated Supervisor. This position holds legislative and regulatory responsibilities including but not limited to quality assurance for educational programs, supervision and safety of children, entry and exit to the premises (including excursions for children), staffing, administration of medication (both prescription and non-prescription), sleep and rest, and the preparation of food and beverages. A list of the responsibilities and requirements for this position can be found in the Related Documents section of this document.

Responsible Person: the Approved Provider or a person with management or control, a Nominated Supervisor or a person in day-to-day charge of the service. At Northside, the Nominated Supervisor is the Responsible Person. In the absence of a Nominated Supervisor (e.g. when they are on leave or away from the service) a Responsible Person will be appointed using the Responsible Person Record and their name will be displayed in the service.

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Part 6 – Related Documents

Education and Care Services National Law

Education and Care Services National Regulations

Northside's *Excursions* Policy

Northside's *Management of a Serious Incident Involving a Child* Policy

Part 7 – Policy Status and Details

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Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
30/10/18	V2	Updates to reflect regulatory and quality standard changes.	Policy Status & details