

## WCS Children's Services

# SAFETY - Arrival & Departure of Children Policy

### Policy Statement

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This Policy outlines the Service's requirements for the arrival and departure of children to ensure that the safety, security and wellbeing of the children entrusted to its care are given the highest priority.

### Strategies and Practices

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#### Arrival

- Each child must be signed in on arrival at the Service.
- Educators check that all children have been signed in. If a child is present but not signed in, the educator signs for that child. The parent/guardian must confirm this the next time they come to the Service.
- In OSHC, once attendance is taken, parents/guardians are notified if their child is absent. Every effort is taken to speak directly to the parent/guardian of the child. If this is not possible, the service will leave a voice or text message.
- Children who do not attend are marked absent on the attendance records. Parents/guardians must confirm any absences.
- The roll/attendance record is used to account for the children in the Service throughout the day and is of vital importance during emergency procedures.

#### Departure

- Parents/guardians may need to complete a new enrolment form each year. Details of authorised nominees are included on the form and parents are asked to inform the Service immediately of any change.
- Children will only be given into the care of a parent/guardian of the child; an authorised nominee detailed in the child's enrolment record; or to a person with written authorisation by a parent or authorised nominee detailed in the child's enrolment record to collect the child from the Service.
- A child may leave the premises in accordance with the written authorisation of the child's parent/guardian/authorised nominee named in the child's enrolment record.
- Parents/guardians must give prior written notice where the person collecting the child is someone other than an authorised nominee. If written notice is not possible, the parent/guardian will inform educators of the identity of the person collecting the child. The person nominated by the parent/guardian must provide some form of photo identification.
- Where possible, children are not given into the care of a parent/guardian who is prohibited by a court order from having contact with the child. Authorities are notified when this occurs. Family Court orders/parenting orders are not enforced by the Service.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators consider that person unfit to take responsibility for the child, the educators are to attempt to persuade the person to contact someone else to collect the child. Wherever possible, the discussion is to occur without the child being

present. If the person insists on taking the child and the person is driving a vehicle, educators are to immediately contact the police and provide them with the person's name and vehicle registration number, where possible.

- A person who is not known to the educators must provide photo identification before collecting a child from the Service.
- Each child must be signed out of the program on departure.
- At the end of the session, educators check that all children have been signed out. If a child has not been signed out, and an educator is aware that the child has left the Service safely, the educator will sign the child out.
- If during the day a child is not in the Service, not signed out, and educators are unsure of their departure, the parents/guardians will be contacted immediately to confirm the child's whereabouts. If the child is not accounted for, the Service will seek immediate advice from the Police.
- At the end of each day, educators must check the premises to ensure that no child remains on the premises after the Service closes.

### Responsibilities of parents/guardians

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- To complete the Attendance Record when arriving and departing the Service.
- To ensure all the details on the enrolment form are complete, correct and current.
- To inform the authorised nominee(s) of the Service's requirements (e.g. photo ID) when they collect a child.
- To inform the service of their child's absence.

### Links Education and Care Services National Regulations 2011, National Quality Standard 2018

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Regs	99	Children leaving the education and care service premises
	102	Authorisation for excursions
	158	Attendance and enrolment records
	168	Education and care service must have policies and procedures

QA	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
	6.2.1	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### Sources, further reading and useful websites

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## Sources

- Education and Care Services National Regulations 2011, 2017
- National Quality Standard 2011, 2018
- Dr B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, [www.childcarebydesign.com](http://www.childcarebydesign.com).

## Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified or within 24 months. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

### Person Responsible for Review:

Manager, Children's Services

<b>Implementation Date:</b>	3 November 2014	<b>Review Date:</b>	July 2020
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## Modification History

Date	Sections and/or Paragraphs	Source	Details
2016/03/17	Removal: Page 2, points 7 & 8		
2016/04/21	Reviewed complete policy following feedback	Feedback from families and educators	Policy name and strategies.
2018/02/09	Quality Areas	Revised National Quality Standard 2018	
2018/07	Review of whole document		Removal of links to other policies
2019/4	Departure of child	Reg.99 (4)	Addition of when child leaves premises unattended with parent permission

Approved by Susan Henderson, Manager, Children's Services.



Date: 3 November 2014