

## Policy Statement

Arrival and departure times are valued by our preschool community to ensure a high level of safety and create a sense of belonging and build relationships with children and families. Children are considered to be under the care of an education and care service at the point the service is taken to assume responsibility for their care and wellbeing. At this point the National Law and National Regulations apply. A child may only leave Tathra Preschool premises under any of the following circumstances:

- A parent/guardian or authorised nominee collects the child.
- A parent/guardian or authorised nominee provides written authorisation for the child to leave the premises.
- A parent/guardian or authorised nominee provides written authorisation for the child to attend an excursion.
- A parent/guardian or authorised nominee provides written authorisation for transportation of the child.
- The child requires medical, hospital or ambulance treatment, or there is another emergency.

Accurate arrival and departure documentation is a legislated requirement to ensure safety and the implementation of emergency evacuation and lock down procedures.

## Policy Goals

Policy and Procedures ensure safety during arrival and departure times. Continuity of teachers and educators provides a secure base for families to transition in and out of the preschool and supports safety during these times. Our goals reflect our philosophy in action. Arrival and departure times are planned to:

- Ensure safe arrival and departure of children at Tathra Preschool including the completion of all Statutory documentation.
- Promote a smooth transition between home and preschool.
- Build relationships with children and families.
- Support each child's well-being and create a sense of belonging for children and families.
- Ensure children and families feel safe, secure and supported.
- Ensure completion of the required records and confirms the child's absence or presence at the Preschool. This will ensure a child's arrival and departure at the service continues their safe care and custody and that the preschool is meeting its duty of care obligations under the law.
- Maintain accurate records of child attendance to ensure that there is a record of the children being cared for or educated by Tathra Preschool and that correct child /staff ration are met.

## **Strategies: How will it be done?**

### **Attendance Sheet**

A record of attendance, kept at the Preschool includes:

- Date.
- The full name of each child booked to attend for that day.
- Arrival and departure times; and
- Signature of the person who delivers and collects the child or the nominated supervisor or educator.

### **Attendance and Enrolment Record**

The approved provider of Tathra Preschool must ensure that a record of attendance is kept for the Preschool that:

- Records the full name of each child attending the preschool; and

- Records the date and time each child arrives and departs; and
- Is signed by one of the following persons at the time that the child arrives and departs:
  - » the person who delivers the child to the preschool premises or collects the child from the preschool premises;
  - » a nominated supervisor or an educator.

(Education and Care Services National Regulations, Chapter 4, Part 4.7, Division 1 Subdivision 1)

### **Review of the Attendance Sheet**

- Staff will regularly review the attendance sheet to ensure its accuracy at all times.
- In instances when a parent or authorised nominee has not signed the child in, a staff member will sign that the child is in attendance.
- Prior to closing the preschool, two staff members must verify all children have been signed out of the preschool. If a child is not signed out, educators/staff members will check all areas of the preschool and look for clues such as bags remaining in lockers, to ensure no child remains. This will be recorded in the Attendance Sheet.

### **Authorised Nominees**

- On enrolment parents/guardians are to provide the names of two people who are authorised nominees for the purpose of collecting their child/ren from the preschool.
- Authorised Nominees will be required to show photo ID to educators prior to collecting and signing out child/ren.
- Staff members are to check the name on the photo ID against the list of approved persons to collect a child and sign the roll in completion. 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.

- If the educator cannot confirm that the person trying to collect the child is authorised to collect the child, the child's parents will be contacted immediately.

**Please note:** Both parents have lawful authority of their children and are consequently permitted to remove children from the Preschool's care unless a Magistrates Court or Family Law Court make different orders prohibiting contact with the child. Court orders must be provided to the Preschool and will be stored with the child's enrolment information.

### **Concerns for the Safety, Health and Wellbeing of Children**

Educators and staff will always act in the interest of safety for the child, themselves and other children in the preschool. If staff members are concerned for the safety of a child or do not consider that a person is in a fit state to take responsibility for a child, they will exercise their duty of care by not allowing the child to be removed from the preschool by that person. In this circumstance, staff will contact an authorised nominee to collect the child.

Situations when this may occur include:

- When a parent or other person who is authorised to collect the child seems to be ill or affected by drugs or alcohol and does not appear to be able to safely care for the child.
- When a young person who is authorised to collect the child, for example a sibling, is under 16 years.

Staff will immediately refer to the Child Protection Policy and implement the appropriate strategies.

## **Role and Responsibilities**

### **Approved Provider will:**

- Ensure the Preschool operates in line with the Education and Care Services National Law and National Regulations with regard to the delivery and collection of children at all times.

**Nominated Supervisor will:**

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure children do not leave the preschool except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, on transportation as authorised, or for emergency medical treatment).
- Ensure that a parent of a child being educated and cared for by the preschool may enter the preschool premises at any time when the child is being educated and cared for by the preschool – except when:
  - Permitting entry would pose a risk to the safety of the children and staff or conflict with any duty of the Approved Provider, Nominated Supervisor or educator under the National Law, or
  - The Approved Provider or Nominated Supervisor reasonably believes that permitting the parent’s entry would contravene a court order.
- Ensure an unauthorised person (as defined in the National Law) does not remain at the preschool while children are present unless the person is under direct supervision or is an authorised person.

**Early Childhood Educators will:**

- Ensure accuracy of attendance record at all times.
- Be available for individual greeting and settling of children .
- Provide a supportive and welcoming environment for children and families to assist with separation and settling.
- Follow all preschool procedures regarding the delivery, collection and transportation of children.
- Greet and farewell parents and caregivers directly.

### **Families will:**

- Fill in the details of the attendance at the preschool upon arrival and at the time of departure, including signature.
- Communicate any changes of routine with educators.
- Leave child in the direct care of a staff member.
- Ensure educators are aware your child has been collected from the preschool.
- Provide the preschool with any court orders relating to your child2.

## **Monitor, Evaluation and Review**

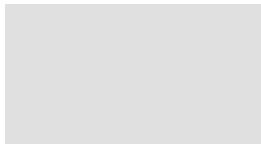
This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this Policy every 3 years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the preschool will ensure that families of children enrolled at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

### **Relevant Legislation**

- Education and Care National Law Act 2010: Sections 165, 167, 170
- Education and Care National Regulations: 99, 102, 102(D), 157-161, 168(2)(f), 176
- Family Law Act 1975



- Australian Child Protection Legislation [https:// aifs.gov.au/cfca/publications/ australian-childprotectionlegislation](https://aifs.gov.au/cfca/publications/australian-childprotectionlegislation)

**Guidelines,  
Standards and  
Frameworks**

- National Quality Standards for Early Childhood Education and Care and School Age Care: Standard 2.2 Element 2.2.1, Standard 6.1 Element 6.1.2, Standard 6.2 Element 6.2.1

**Sources and  
References**

- Australian Children’s Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au)
- 2021, Community Early Learning Australia (CELA).

**Updated**

April 2024

**Review Date**

2027 or when procedure, practice or legislation changes.