

ARRIVAL AND DEPARTURE POLICY

2019

Purpose

An accurate record of child attendance is critical to ensure that the correct child/staff ratios are being met by the service, emergency drills are effectively executed and are a requirement of the Education and Care Services National Regulations 2011.

Practical and safe approaches to the delivery and collection of children at the education and care service will promote a smooth transition between home and the service.

Strategies

Attendance Sheet

A child record of attendance that is kept at the service must include **(Regulation 158)**:

- The full name of each child attending the service
- Arrival and departure times; and
- The signature of the person who delivers and collects the child

Review of the Attendance Sheet

- Staff will regularly review the attendance sheet throughout the day to ensure its accuracy at all times.
- In instances when a parent or authorised nominee has not signed the child in or out, a staff member will sign to confirm that the child is in attendance or has left the service and initial.
- Prior to closing the service, staff member must verify all children have been signed out of the service. (Note: The regulations only require one staff to be on the premises. This is not best practice, however it is how some services operate). If a child is not signed out, educators/staff members will check all areas of the service and look for clues such as bags remaining in lockers, to ensure no child remains. Educators will contact the child's parent/guardian to confirm that they have been collected and this will be noted on the attendance sheet.
- If the services uses digital attendance records then the responsible person must ensure at the end of shift that all children have been signed out for the day.

A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian.

A child may only leave the education and care service premises under any of the following circumstances **(Regulation 99)**:

- a parent of the child collects
- An authorised nominee named on the child's enrolment record collects
- A person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises.
- Child is taken on an excursion
- The child requires medical, hospital or ambulance treatment, or there is another emergency.

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 service.
- Authorised Nominees should be over 16 years of age to sign a child out. This is not a regulation but best practice. However if the underage person has written permission then they are permitted to collect.
- Authorised Nominees will be required to show photo ID to educators prior to collecting and signing out child/ren if they have never been met by educators at the service.
- Staff members are to check the name on the photo ID against the list of approved persons to collect a child. 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 an educator is unable to identify the person trying to collect the child from the service, the parents will be contacted immediately for clarification.
- Please note: Unless there is a prohibition for one or both parents to collect the child from the service, both parents have the authority to remove the children from the premises. The family must provide the service with documentary evidence of any such prohibitions.

Where there is concerns for the safety, health and wellbeing of Children

If the person collecting the child appears to be intoxicated, or under the influence of drugs, and a staff member feel that the person is unfit to take responsibility for the child, the staff are to bring the matter to the person's attention before releasing the child into their care (**National Law 171**). Wherever possible, such discussion is to take place without the child being present. Staff are to suggest that they contact the other parent/guardian or emergency numbers from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, staff are to inform the police of the circumstances, the person's name, and vehicle make/model and registration details. Staff cannot prevent a parent/guardian from collecting a child, but do have a moral obligation to persuade a parent/guardian to seek alternative arrangements, if they feel the parent/guardian is in an unfit state to accept responsibility for the child.

Other reasons why a staff member would try to prevent a child from going home with a parent as well as the above mentioned are:

- when a young person who is authorised to collect the child, for example a sibling, does not seem sufficiently mature to safely care for the child.
- A parent or authorised person does not have a car fitted with an appropriate child restraint.

Responsibilities of the Approved Provider

- Ensure the service operates in line with the Children (Education and Care Services) National Law (NSW) 2010 and The Education and Care Services National Regulations 2011 with regard to the delivery and collection of children at all times.
- Ensure that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service (**National Regulation 157(1)**)—except when:
 - permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the Approved Provider, supervisor or educator under the law or
 - the Approved Provider is aware the parent is prohibited by a court order from having contact with the child.

Responsibilities of the Nominated Supervisor

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure children are adequately supervised and are protected from harms and hazards.
- Ensure children do not leave the education and care service premises except in accordance with the Education and Care Services National Regulations 2011.
- Ensure that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service (**National Regulation 157(2)**)—except when:
 - permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the Nominated Supervisor, provider or educator under the law or
 - the Nominated Supervisor is aware the parent is prohibited by a court order from having contact with the child.
- Ensure an unauthorised person (Authorised person described in **National Law 170(5)** and Inappropriate person described in **National Law 171(3)**) is not at the service while children are present unless the person is under direct supervision.
- Ensure there are procedures in place to ensure that all children have been signed out for the day by the parent/guardian of the child or a responsible person.

Responsibilities of the Educators

- 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 service procedures regarding the delivery and collection of children.
- If you are unsure whether a child should be allowed to leave with the person who has come to collect, do not allow the child to go until you have confirmed permission. Seek advice from the responsible person if unsure.

Responsibilities of the Families

- Completely fill in the details of the attendance sheet at the service upon arrival and at the time of departure, including signature.
- Communicate any changes of routine with educators whenever necessary.
- Leave your child in the direct care of a staff member at all times.
- Ensure an educator is aware your child has been collected from the service at all times.
- Provide the service with any court orders relating to your child upon enrolment of the child.

Related Statutory Obligations & Considerations

Australian Children's Education and Care Quality Authority (ACECQA)

<http://www.acecqa.gov.au/>

Children (Education and Care Services) National Law (NSW) No 104a

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

Children and Young Persons (Care and Protection) Act

<https://www.legislation.nsw.gov.au/#/view/act/1998/157>

Department of Education - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

Education and Care Services National Regulations

<https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/full>

National Quality Framework (NQF) - <http://acecqa.gov.au/national-quality-framework/>

Related Telephone Numbers

- Early Childhood Directorate 1800 619 113
- ACECQA 1300 422 327
- Police 000
- Office of the Children’s Guardian 8219 3600

Amendment History

Version	Amendment	Short Description
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This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date:	17/02/2019
Version:	1
Last Amended By:	Susan Chahwan
Next Review:	February 2020
Position:	Director