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**Procedures to Ensure the Safe Collection of Children**

Early childhood professionals have a duty of care not to endanger children at the preschool by knowingly placing them in a situation that could reasonably be expected to be dangerous, including releasing a child into the care of an inappropriate person (refer to Definitions).

1. **Collection:**

* Where an educator believes that the parents/guardians or authorised nominee may be ill, affected by alcohol or drugs, or not able to safely care for the child, the following procedures must be followed.
* Consult with the Nominated Supervisor or the Approved Provider, if possible.
* Advise the person collecting the child of their concerns and suggest contacting an alternative authorised nominee to collect the child.
* If the Nominated Supervisor or the Approved Provider fears for the safety of the child, themselves or other preschool staff at any time, contact the police immediately.
* Complete the Incident, Injury, Trauma and Illness Record and file with the child’s enrolment form.
* Inform the Office for Schools or your School Network Leader as soon as possible of a serious incident occurring (refer to Definitions).

1. **Late collection**

Where the parent/guardian or authorised nominee is late collecting their child and has not notified the preschool or school, the Nominated Supervisor is responsible for;

* Ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the preschool
* Contacting parents/guardians or the authorised nominee to request collection of the child
* Contacting the school to notify of late collection
* Contacting the local police to inform them that parents/guardians or authorised nominees are not contactable
* Notifying the Office for Schools and/or School Network Leader that a child’s parents/guardians or authorised nominee cannot be contacted

1. **Early Collection**

When parents drop their children collect their children early from the preschool they must sign the early collection attendance record including the time of collection and their name (printed) with accompanying signature

**Preschool staff must ensure:**

* attendance roll and records are up to date
* every child has been accounted for
* that children who accompany their parents/guardians/carers but are not enrolled in the preschool session operating at that time, must be closely supervised and are the responsibility of their parents/guardians/carers while they are on the premises

**Procedures to Ensure the Safe Delivery of Children**

Preschool staff have a duty of care to children attending the service. Preschools also have the responsibility to ensure the health, safety and well being of all children attending the unit by ensuring that children are continuously under the care of those authorised to deliver, care for and collect them.

1. **Delivery:**

* At the beginning of the session, preschool staff meet and greet the children and families paying particular attention to the departure of parents
* Children are encouraged to engage with the activities that have been prepared for their welcoming
* The teacher completes the attendance roll during the morning session and then again during the afternoon session every day
* Once the class roll has been completed (or late delivery record has been signed and time of delivery entered by the parent/guardian or carer or the parent/guardian/carer leaves the centre), the supervision of children on the premises becomes the responsibility of the preschool staff members. Preschool staff should check the class roll and record:
  + Immediately prior to the commencement of the session
  + During the session (if additional children arrive etc)
  + After the collection of the children when the preschool session has ended
* A preschool staff member is also responsible for ensuring that the class roll and late delivery/early collection record is up to date. Parents/guardians who continuously do not complete the late delivery/early collection record attendance record must be reminded of the preschool’s procedures on the delivery and collection of children

1. **Late Delivery:**

When parents drop their children off late at the preschool they must sign the late arrival attendance record including the time of delivery and their name (printed) with accompanying signature

**Preschool staff must ensure:**

* attendance roll and records are up to date
* every child has been accounted for
* that children who accompany their parents/guardians/carers but are not enrolled in the preschool session operating at that time, must be closely supervised and are the responsibility of their parents/guardians/carers while they are on the premises

1. **Early delivery**

Parents may request to drop their children off early to the preschool. If this occurs by negotiation with the school, they must sign their child’s early arrival into the record including the time of delivery and their name (printed) with accompanying signature. Schools also need to be aware that such arrangements need to be discussed with their school network leader as by having children outside their operating hours may breach their Service approval. In addition, the Education and Care Services National law (ACT) Act 2011 requirements need to be maintained even if only one child is attending the service before the official commencement time.