



Giralang Primary School End of Day Procedures

At Giralang Preschool, we place the wellbeing and safety of the children in our care as a priority. To ensure that no child remains in the premises before locking up staff will:

1. walk through and visibly check all rooms from each doorway using the 'look and listen' technique
2. use the 'look and listen' technique to check the outdoor play areas
3. scan the children's bag area
4. Ensure that electrical appliances are switched off
5. Ensure that all water fixtures are not dripping
6. Ensure that windows are shut and internal doors closed/locked as required
7. alarm is set

End of day procedure:

- When leaving the preschool prior to 2.55pm (or arriving after 9.20am), children must be signed out (or in) by an authorised nominee using the record sheet
- In the event of an emergency evacuation or lock down, the late arrival and early departure registers, as well as the class rolls, are used to ensure all children at the preschool are accounted for
- If children are found not to be signed out, and a staff member is aware that the child left the preschool earlier than 2.55pm, parents will be reminded by staff on return to the preschool that they must sign their child out. If a child is not returning for the remainder of the week, the family will be contacted on the child's next day of preschool to be reminded of the importance of signing the late arrival/early departure register
- If it is discovered that a child is not in the preschool premises, not signed out and staff are not aware of their departure, the family will be contacted immediately to confirm their child's whereabouts. If the child is not in their care, the preschool will seek immediate advice from the Principal, Police and contact the Office for Schools who will contact the Children's Policy and Regulation Unit

- Unless otherwise advised by the parent/guardian of the child, staff will not release a child to anyone else except those nominated on the Child's Enrolment Form
- Persons under the age of 16 are not permitted to collect children from the preschool, unless they are the parent of the child that they are collecting
- Families must advise staff in their child's room if someone else is collecting their child. Staff will then request a form of photo identification, to check against the child's Enrolment Form
- In an urgent situation (eg: car breakdown, illness of a parent etc.) it may be necessary for the parent to notify the preschool that another person will collect the child, other than those nominated. If this occurs, Giralang Preschool will need to see photo identification of the person before releasing the child and families must complete an authorisation form on the next day of their child's attendance
- original copies of authorisation forms must be stored in the student record.

Review:

The policy is reviewed annually.

Last Reviewed: January 2022

Date for next Review: January 2023

NQS Quality Areas:

EYLF Learning Outcome:

Regulations:

Who is affected by this policy?

Children
Families
Educators
Management