

SHARE BEFORE, AFTER AND VACATION CARE.

Delivery & Collection of Children

POLICY STATEMENT:

SHARE will ensure that children arrive at, and leave the service in a manner that safeguards their health, safety and wellbeing. Educators will manage this by adhering to clear procedures regarding the delivery and collection of children, ensuring that families understand their requirements and responsibilities and accounting for the whereabouts of children at all times whilst in the service's care.

PROCEDURES:

(a) **Delivery of Children:** Due to COVID19 some procedures and practices have been changed.

- Children are not to be left at the service unattended at any time prior to the opening hours of the service.
- Any person delivering a child to the service must sign their child in by using the electronic sign system which will record the time of arrival and who signed the child in. Due to COVID19 this is currently being done by Educator's.
- If a child requires medication to be administered whilst at the service, the person delivering the child must document this in writing as per the services Management of Medical Conditions and Administration of Medication procedures.

(b) **Collection of Children:**

- Children must be collected by the closing time of the service.
- Any person who is collecting a child from the service must be listed as an authorised nominee on the child's enrolment form with their contact details with the exception of a medical or other emergency. The collection list must be kept current and updated on a regular basis.
- The authorised nominee who is collecting a child must sign out the child using the electronic sign out system. which will record the time of arrival and who signed the child out. Due to COVID19 this is currently being done by Educator's.
- Written authorisation must be given if children have permission to leave the service themselves. In this case, the Nominated Supervisor/ Responsible person on Duty would sign the child out of the service.
- Educators will be aware of each child's departure from the service to ensure children are only collected by an authorised nominee listed on their collection list.
- Educators should be notified as soon as possible if the authorised nominee will be later than expected and the child will be informed to avoid unnecessary anxiety.
- If a person who is not on the collection list arrives to collect a child, written authorisation will be sought from an authorised nominee before the child is able to leave the service. An email or text message will suffice. The Nominated Supervisor/ Responsible person on Duty will also request identification from the person collecting the child.
- In the case of an emergency where a child's authorised nominees cannot collect the child and someone not on the collection list will be collecting the child, the service must be notified by phone as soon as possible by an authorised nominee. Written authorisation should be gained where possible however verbal consent and an identification check will be sufficient in the case of an emergency.

- At the end of each day a check of the role is done to establish that all children have been signed out, if there is no signature two Educators are required to remain on the premises until the whereabouts of the child has been established. If you have collected your child without signing out, we will record the time that we contact you to confirm where your child is and as it will be after 6pm the late fee will apply.

(c) Absent and Missing Children:

- Families are to mark their child absent by using the QK app. Educators will record the absences in an appropriate place where other educators will be aware of the information.
- Families will be informed of their notifying responsibilities upon enrolment and through the parent handbook.
- Should a child not arrive at the service or not be waiting in the designated area when expected, educators will:
 - ✓ Ask the other children of their knowledge of where the child might be.
 - ✓ Approach the school office and ask for information regarding the child's attendance at school.
 - ✓ Check the school absent list.
 - ✓ Check with the service to see if any emails or phones calls have been received from parents.
 - ✓ If the child was present at school and the other children and school staff are unaware of their whereabouts, Educators will ask the school staff for assistance in searching for the child in the school area. Ensure supervision is maintained for other children during this process.
 - ✓ If the child is still unable to be located, a nominated Educator is to remain at school until the whereabouts of the child has been established. The Nominated supervisors/RP will continue to call the parents and or emergency contacts for information re the child
 - ✓ Continue to keep in contact with the school during this time
 - ✓ If the child remains missing, the Nominated supervisor at the centre who will call the police and keep the authorised nominees and school informed of the situation.
 - ✓ The Educator at the school is to remain there until the Police arrive.
 - ✓ All other children under the supervision of the remaining Educators will make their way to the service.
 - ✓ Educators will notify the Department of Education and Communities (DECS) within 24 hours of the incident occurring.

(d) Acknowledgement of Children's Arrival:

- Educators will acknowledge children's arrival at the designated collection point at the school for After School Care by recording the child's name and arrival time at the collection point.

(e) Extra Curricular Activities.

- Child/ren who arrive independently after an activity at school are to be signed in to SHARE by an Educator recording the time of arrival and the Educators signature.
- Children who are taken to an extracurricular activity by an Educator are to be signed out of SHARE by that Educator and delivered to that activity.
- Children returning or being collected from an extracurricular are to be signed in upon their arrival.
- Educators are to ensure that the person running the extracurricular activity is aware that SHARE is dropping off child/ren.

- It is to be noted that child/ren who are signed out of SHARE to attend an extracurricular activity are not in the care of SHARE until they are collected by an Educator and signed back in to the service.
- Children being transported to SHARE from another venue are to be collected from the vehicle.
- Service transporting child is to call SHARE upon arrival and wait until an Educator is present to collect child

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/ documentation	Other
S165, 167, 170, 174, R85,86,87,99,157,158,160,161,168,176 . .	Standards 2.2 Elements: 2.2.1, 2.2.2.	<ul style="list-style-type: none"> - Enrolment & Orientation Policy, - Administration of medication Policy. - Providing a child safe environment policy. - Acceptance & Refusal of authorisation Policy - Acceptance and Refusal of Authorisations Policy - Enrolment and Orientation Policy 	<ul style="list-style-type: none"> - Parent Handbook - Staff Handbook - My Time our Place. - Service news letters/parent details on enrolment forms - Attendance records, medication - authorisation records.

ENDORSEMENT BY THE SERVICE:

Approval date:	Date for Review:
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