

# **Delivery and Collection of Children**

## **Policy Statement**

The BOOSH Centre 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.

## **Procedure**

### **1. Delivery of children:**

- a. Children are not to be left at the service unattended at any time prior to the opening hours of the service.
- b. The arrival time of the child will be electronically recorded using an electronic signature/pincode of the parents or guardian dropping off the child.
- c. Educators will be aware of each child's arrival at the service and exchange any necessary information with the person delivering the child
- d. If a child requires medication to be administered whilst at the service, the person delivering the child must document this in writing and ensure the steps outlined in the services Administration of Medication procedures are adhered to.

### **2. Acknowledgement of Children's Arrival:**

Educators will always acknowledge the children's arrival at the service. During After School Care the arrival time of the child will be electronically recorded using an electronic signature/pincode of the staff member signing in the child. Some children may be arriving late, at specific times, due to Extra-Curricular Activities. The parents/guardians of these children must have completed an Extra-Curricular Activities Permission Form detailing where their children will be and at what time they are to be collected by The BOOSH Centre staff. Once collected the arrival time of the child will be electronically recorded using an electronic signature/pincode of the staff member signing in the child

### **3. Collection of Children from The BOOSH Centre:**

- a. Children must be collected by the closing time of the centre.
- b. 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. The collection list must be kept current and updated on a regular basis.
- c. The collection time of the child will be electronically recorded using an electronic signature/pincode of the parents or guardian collecting the child.

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- d. Written authorisation must be given if children have permission to leave the service themselves. In this case, the Responsible Person or Nominated Supervisor would sign the child out of service.
- e. 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.
- f. 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.
- g. If a person who is not on the collection list arrives to collect a child, a guardian of the child will be contacted immediately by phone. Written authorisation will be sought from an authorised nominee before the child is able to leave the service. If the guardian is not in a position to safely provide the authorisation in writing eg driving, the Centre Coordinator can give approval for the child to be released on verbal authorisation, as long as written authorisation is provided as soon as it is safe to do so. The Responsible Person will also request identification from the person collecting the child.
- h. 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 by verbal consent but an identification check will be sufficient in the case of an emergency.

### **4. Delivery and Collection of Kindergarten Children:**

Additional procedures are to be put in place in regards to drop off and collection of kindergarten children during their first year at school to ensure their safety and ease of transition between school, The BOOSH Centre and home.

From the start of Term 1 of each year:

- Kindy children will wear a distinguishable 'Kindy Vest' over their uniform/casual clothes when in attendance at the centre for the duration of Term 1. They will wear this vest from when they are dropped off by parents/guardians until hand over to teachers in the morning, and from when they are collected from the classroom until they are picked up by parents/guardians in the afternoons. During Vacation Care this vest is to be worn all day including on excursions.
- Each morning and afternoon there will be an educator nominated as 'The Kindy Staff'. If additional help is required to supervise the Kindy children during sign in/out times the staff allocated to The Cottage will assist.
- A Kindy list will be printed in addition to the roll each week which details which Kindy children are expected in the morning and afternoon sessions.
- Sign out AM SESSION – Kindy children to go to The Cottage while older children attend sign out. They will continue play/group activities in The Cottage until they are signed out from The

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Cottage around 9:15am. The Kindy staff will help the children collect their belongings and walk over to the Kindy lines for school. Once the teachers have arrived for each class the staff will collect the Kindy Vests from each child and return to the centre.

- This morning routine will continue for the duration of Term 1 unless, in collaboration with the Kindy Teachers at BPS, it is deemed no longer necessary.
- Sign in PM SESSION – at 3:10pm The Kindy staff will attend each Kindy classroom or Kindy collection area to collect those children coming for the PM session. The Kindy children will be marked off the Kindy list, come over to The BOOSH Centre with the Kindy Staff, get signed in on the centre roll, wash their hands and collect their afternoon tea.
- This afternoon routine will continue for the duration of Term 1 unless, in collaboration with the Kindy Teachers at BPS, it is deemed no longer necessary.
- Once Kindy children are no longer required to be collected from their classrooms the Kindy staff will stand in the K-2 playground for the children to be marked off the Kindy list before continuing through to The BOOSH Centre for sign in. This playground collection will continue until, in collaboration with the Kindy Teachers at BPS, it is deemed no longer necessary.

### 5. Absent and Missing Children:

- a. Families are required to notify educators as early as possible if children will be absent from the service. Educators will record the absences in an appropriate place where other educators will be aware of the information.
- b. Families will be informed of the notifying responsibilities and resulting fees upon enrolment and through the Parent Handbook.
- c. Should a child not arrive at the service or not be waiting in the designated area when expected, educators will:
  - i. Ask other children of their knowledge of where the child might be.
  - ii. The Nominated Supervisor or Responsible Person will call the child's parents or guardians to check if the child should be at the service or is a non-notified absence and to remind them of their notifying responsibilities.
  - iii. If they are unable to get in contact with the child parent or guardian, approach the school office and ask for information regarding the child's attendance at school. If not absent, a message will be sent around the school loudspeaker system.
  - iv. Contact other authorised contacts of the child to attempt to confirm if the child is expected to be at the service.
  - v. If the child's parent or guardian believes the child should be signed in at the centre commence searching the school grounds for the child.
  - vi. 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

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searching for the child in the school area. Ensure supervision is maintained for other children during this process.

- vii. Continue to keep in contact with the school and parents/guardians during this time.
- viii. Arrange for appropriate supervision of children at the service and send an educator around the school area to continue looking for the child. Follow on any leads regarding children leaving the school grounds and check common places in the local area.
- ix. If the child remains missing, contact the police and keep the parents/guardians and school informed of the situation.
- x. The educators will notify the Department of Education and Communities (DECS) of any children who were missing from the service within 24 hours of the incident occurring.

### 6. Failure to Collect your child from BOOSH

Staff will attempt to contact parents/guardians of any child not yet collected close to the closing time of the service. A late fee to cover staffing costs for any child collected after the BOOSH Centre closing time will apply. Please refer to the Fee Schedule for the current Late Collection fee.

If your child is not collected within an hour of the service closing and no contact can be made with your emergency contacts, then your child may be taken into the care of the department of Family and Community Services (NSW) or the NSW police service. In the event this situation arises and as a part of your enrolment agreement, you therefore give your permission for staff to provide your child's details to the applicable aforementioned service.

#### Considerations:

<b>Education and Care Services National Regulations</b>	<b>National Quality Standard</b>	<b>Other Service Policies/Documentation</b>	<b>Other</b>
r99, r158-161, r168, r176	Standards 2.3 and 7.3	<ul style="list-style-type: none"><li>- Parent Handbook</li><li>- Staff Handbook</li><li>- Acceptance and Refusal of Authorisations Policy</li><li>- Enrolment and Orientation Policy</li><li>- Administering of Medication Policy</li></ul>	

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		- Providing a Child Save Environment Policy	
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Date Endorsed December 2020

Signed by Nigel Childs

Date for Review and Evaluation December 2022

BOOSH USE ONLY