

Child Safe Environment: Delivery and Collection of Children

Policy/Procedure Number: C 3

Policy/Procedure Requirement: National Quality Standards 2 & 7; Regulations 99, 158, 159 & 168

Policy Statement

It is a priority for the Service to ensure the safe delivery and collection, from care and when going on excursions, of each child cared for and/or educated in the Service.

Rationale

FDC Educators should take reasonable steps to ensure the collection and delivery of children, whether to and from the FDC residence or on excursions, supports the safety and protection of the children. Parents / guardians are therefore required to sign in and sign out to confirm when a child is formally placed in or taken out of the care of the Educator.

Strategies and Practices

Educators will:

- Ensure **all children are signed** (full signatures, not initials) **in and out at the time of arrival and on departure** by the parent or authorised nominee on the child's attendance record. If a parent / guardian does not sign the child in or out, **the Educator must do so as soon as possible and must remind parents on their return, about the delivery and collection policy**
- Ensure that parents / guardians do not sign a departure time until they have collected the child
- Be responsible for the supervision of children from the time the parent signs the child into care until the time the parent signs the child out of care
- Only allow the child to leave the FDC residence or site of excursion if the child:
 - Is given into the care of:
 - a parent of the child; or
 - an authorised nominee (18 years or older) named in the child's enrolment record; or
 - a person authorised (in writing) by a parent or authorised nominee named in the child's enrolment record to collect the child; or
 - a person authorised by the child's parent by telephone, text, fax, or email. A photo identification of the authorised person is checked; and sign in/out procedures followed
 - Is given into the care of a person or taken outside the premises because of medical, hospital treatment or any other emergency
- **Not release a child** into the care of a parent who is prohibited by a court 'Parenting Order' from having contact with the child

- Inform parents of their responsibility to provide the Educator with a copy of any current 'Parenting Order'
 - If a parent who is not authorised on the child's Enrolment Form arrives to collect the child, but provides a current court 'Parenting Order' which gives them legal access, the child will be released and the enrolling parent will be notified
- Act in a manner consistent with the Service's duty of care to a child where the parents are in conflict
 - Where the Educator has reason to believe that releasing a child to a parent may place the child's immediate safety and welfare at risk, the Educator can contact the other parent and keep the child at the FDC residence until the situation is resolved
- **Not give a child into the care of a person** if there are reasonable grounds to believe that doing so will place the child in danger, even if the person in question has lawful authority to collect the child
 - A Parent or other person who is authorised to collect the child seems too ill, or affected by alcohol or drugs to safely care for the child
 - Where a person collecting a child from the service is believed to be under the age of 18 and they cannot provide proof of age

In such cases, the Educator must contact one of the other people who is authorised to collect the child, and arrange alternate means for the collection of the child. If the FDC Educator is placed in a position where they fear for the safety of the child, their own safety and that of others at the Service / FDC residence, if suitable they should enact the lockdown procedure, and contact the Coordination Unit and police

- Contact the parent or authorised persons to arrange for the child to be collected from care where a child has not been collected 30 minutes after the booked session of care
- Contact the Service if unable to contact the parent or authorised persons within a period of two hours after the booked times

Day-to-Day Service Management of Health and Safety Policies

- Reviewed quarterly and as required

Resources and Further Readings

- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010
- ACECQA National; Quality Framework Resource Kit www.acecqa.gov.au
- Childcare Service Handbook 2013-2014

Related FDC Policies, Procedures & Documents

- Child Enrolment Form
- Lockdown Procedure (Child Safe Environment: Emergency and Evacuation Policy)
- Health & Safety: Excursions & Regular Outings Policy
- Health & Safety: Emergency and Evacuation policy

Child Safe Environment: Excursions and Regular Outings

Policy/Procedure Number: C 4

Policy/Procedure Requirement: National Quality Standards 4, 6 & 7; Regulations 100-102 & 168

Policy Statement

Excursions and outings can enrich children's learning and the Service supports and actively encourages age appropriate and safe excursions and regular outings for children in FDC.

Rationale

FDC Educators are encouraged to include excursions and outings as part of the provision of education and care for children in their care. To make these experiences truly valuable, Educators are encouraged to work with children, families and the coordination unit and consider all aspects of children's health, safety and wellbeing.

Strategies and Practices

The Coordination Unit will:

- Assist Educators by providing necessary forms for them to collect information and permission from families for excursions
- At the time of enrolment, inform families of the regulatory requirements relating to excursions
- Plan, implement and evaluate appropriate and innovative events and excursions for Educators, children and families
- Undertake a risk assessment for all Coordination Unit planned events and excursions and provide a copy to Educators prior to the event
- Consult with Educators and parents in planning the excursion/event calendar
- Develop and distribute flyers to Educators for each excursion/event
- Manage the booking procedure and collect money (if applicable) for each excursion/event

Educators will:

- **Advise parents of all regular and non-regular excursions** that are conducted during care hours; including frequency, mode of transport used, others attending and purpose of excursion
- **Undertake a Risk Assessment before seeking authorisation** from parents/guardians to take children outside the FDC residence for an excursion
- Record regular and non-regular excursions on the appropriate excursion form
- **Ensure that no child leaves an Educator's home** to participate in an excursion **without authorisation** from the parent/guardian
- Ensure regular excursion forms are completed with parents/guardians at the commencement of care and updated at the commencement of every calendar year or when details change

- Plan ahead to minimise risks and avoid accidents and injuries on excursions
- Review plans after each excursion and outing and if needed, make modifications prior to next outing
- **On all outings**, carry an ID Card (e.g. drivers licence), Working with Vulnerable People Card, up to date Child Detail cards, tissues, drinks, snacks, nappies, spare clothes, an operational mobile phone, children's medical management plans, any medication and an excursion First Aid Kit
- Assess the suitability of the excursion site considering the following:
 - Proposed routes and destination for the excursion
 - Transport to and from destination
 - Duration of the excursion
 - Items taken on excursion
 - Any water hazards
 - Risks associated with water-based activities
 - Parental attitudes
 - Supervision issues
 - Age appropriateness, time and safety of location
 - Children's sleep and rest requirements
 - Meal and snacks and transportation of any food
 - Medical or health needs of children attending
 - Availability of shade / shelter
 - Availability of toilets, hand washing, stroller/wheelchair access, mobile phone coverage, water
 - Animals
 - Compliance with the Service's Sun Policy regarding time of day
 - Pedestrian safety, traffic, car parking
 - Access for emergency services
- Check for potential hazards such as broken glass, syringes or damaged playground equipment
- Educator should take a **mobile phone** and a list of **emergency contact numbers for children** on the excursion

Parents will:

- Read the excursion risk assessment form prior to giving permission for their child to attend.
- Read and sign the excursion permission form before an Educator can take a child on a regular or non-regular excursion.
- Will discuss with and supply Educators with any form of safety harness that they wish an Educator to use. Parents must give permission for harnesses to be used.

Day-to-Day Service Management of Health and Safety Policies

- Reviewed quarterly and as required