



SAFE ARRIVAL OF CHILDREN POLICY

(This policy forms part of our Child Safe Environment Policies)

POLICY STATEMENT

Lennox Head Community Preschool is committed to ensuring the safe arrival and departure of all children through clear supervision, communication, attendance and authorisation procedures.

The safety, rights and best interests of children are the paramount consideration in all decisions and practices relating to children arriving at, departing from, or travelling between educational settings and the Preschool. The Preschool recognises that arrival, departure and transition periods present increased risks to children's safety and wellbeing. Effective supervision, accurate attendance monitoring, clear communication and responsive risk management procedures will be implemented at all times to ensure children remain safe, secure and accounted for.

PROCEDURES

The Preschool will:

- ensure children are only released to parents, authorised nominees or persons authorised in writing or directly communicated by a parent or authorised nominee
- ensure all arrivals and departures are accurately recorded each day, including the child's name, time of arrival and departure, and signature of the person delivering or collecting the child
- maintain current enrolment records, emergency contacts and authorised nominee information
- ensure educators actively supervise children during all arrival, departure and transition periods
- maintain educator to child ratios during all arrival, departure and transition procedures
- ensure children are accounted for at all times during transitions, excursions and transportation
- communicate clearly with families regarding arrival, collection and authorisation procedures
- ensure procedures are followed if a child is missing, unaccounted for or does not arrive as expected
- notify families immediately if concerns arise regarding a child's arrival, collection or whereabouts
- document and respond to incidents relating to safe arrival and collection procedures in accordance with the Incident, Injury, Trauma and Illness Policy
- support children to feel safe, secure and confident during arrival and departure routines

ROLES AND RESPONSIBILITIES

The Approved Provider will:

- ensure obligations under the National Law and Regulations are met
- ensure systems are in place for the safe arrival and departure of children

The Nominated Supervisor or Responsible Person will:

- oversee implementation of safe arrival and departure procedures
- monitor attendance and authorisation practices
- ensure attendance records, enrolment records and authorisations are maintained
- ensure risk assessments are conducted and reviewed
- ensure supervision and staffing requirements are met
- ensure incidents are managed and reported in accordance with legislation
- ensure children's safety, wellbeing and rights remain the paramount consideration.

- ensure educators understand duty of care responsibilities
- communicate procedural changes to staff and families
- respond appropriately to incidents involving children’s safety or whereabouts.

Educators, staff, volunteers and students will:

- follow all safe arrival and departure procedures
- actively supervise children during transition periods
- ensure attendance records are completed accurately
- only release children to authorised persons
- communicate concerns immediately to the Nominated Supervisor
- follow risk assessment and emergency procedures
- ensure children are accounted for at all times.

Families will:

- sign children in and out each day
- provide current emergency contact and authorised nominee information
- notify the Preschool of absences or changes to collection arrangements
- provide written authorisation where required
- follow Preschool arrival and collection procedures.

LEGISLATIVE REQUIREMENTS

- Education and Care Services National Law Act 2010
- Sections 2A, 165, 167 and 175
- Education and Care Services National Regulations
- Regulations 99, 100, 101, 102, 102AAB, 102AAC, 102C, 102D, 122, 123, 161, 168–172
- Family Law Act 1975
- Child Protection legislation
- Work Health and Safety legislation.

(Reviewed annually with NQF and QIP)

Date last amended _____

President’s signature _____