

Early Learning

Delivery and Collection of Children Policy

Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to Sources) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained Policy Statement

Policy Statement

Uniting Early Learning is committed to:

- ensuring the safe delivery and collection of children being educated and cared for at the service;
- meeting its duty of care obligations under the law;
- ensuring children are transitioned into and out of the program in an inclusive and supportive manner that promotes family engagement;
- the documentation and maintenance of accurate children's attendance records;
- recouping all additional costs incurred due to the late collection of a child, on a fee for service basis.

Executive Summary

Safety is the prime consideration when implementing delivery and collection procedures and Uniting will ensure that systems and processes established will consider the level of potential risk and associated responsibilities. This will include the provision of information to families regarding these procedures prior to their child's commencement at the service.

Documented procedures and communication strategies embedded into the program delivery will enable families to complete daily attendance records and authorise nominee/s to collect their child in their absence. Families are responsible for the prompt and accurate communication to the service of any changes to the delivery and collection arrangements of their child.

DOCUMENT TITLE & NUMBER		DELIVERY AND COLLECTION OF CHILDREN POLICY		
Content Owner	Uniting Early Learning – Head of Early Learning			Page 1 of 3
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The latest version of this policy can be found at <https://vtuniting.sharepoint.com/sites/Intranet/SitePages/Policies-and-Procedures.aspx>

Educators must regularly monitor children in attendance and educator-to-child ratios maintained at all times. Adequate supervision of children is a fundamental strategy to ensure safe and positive arrival and departure times. Educators are required to document and maintain accurate attendance records for each and every child. Educators are responsible for not releasing children to an inappropriate or unauthorised person.

Arrival and departure times are an opportunity for educators to strengthen relationships with families and connect with the home context. A sense of belonging will be influenced by a child's daily experiences of arrival and departure from a service. To ensure a positive transition, consistency in procedures that result in individual responses and engage children to actively participate are essential. Educators will use intention to engage and settle children at these times. Children have the right to be protected and will only be released or taken outside the service premises by a parent, authorised nominee or a person authorised by one of these parties.

Current Environmental Context

A duty of care is a common law obligation for all educators, and exists at all times a child is on the service's premises, even when a parent may be present.

Uniting acknowledges it is the parent's right to nominate a person to sign out and collect the child from the service and therefore do not specify a minimum age limit for an authorised nominee. If the service's staff are concerned about the responsibility of this person to collect the child and supervise them adequately as they leave the premises, then the staff need to arrange a discussion with the parents to determine a satisfactory procedure for all.

- Attachment 4a:** Responsibilities relating to Delivery and Collection of Children policy
- Attachment 4b:** Authorisation procedures
- Attachment 4c:** Procedures to ensure the safe collection of children
- Attachment 4d:** Procedures for the late collection of children
- Form 4.1:** Authorisation Form - [All forms are located on the Intranet : - Click here](#)

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Reference/Sources

This policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania (Approved May 2017).

- *Acceptance and Refusal of Authorisations Policy*
- *Dealing with Medical Conditions Policy*
- *Emergency and Evacuation Policy*
- *Enrolment and Orientation Policy*
- *Excursions, Regular Outing and Service Events Policy*
- *Fee Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Privacy and Confidentiality Policy-Level 2*
- *Safe Travel (Children) Policy*
- *Supervision of Children Policy*
- *Children's Services Act 1996: Section: 26*
- *Children's Services Regulations 2009: Regulations: 29, 41, 72, 73, 75*
- *Department of Education and Training Fact Sheet: Delivery and collection of children* (Updated October 2017)
- *Education and Care Services National Law Act 2010: Sections 165,167*
- *Education and Care Services National Regulations 2011: Regulation 99, 158, 159, 168, 176*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *Tasmanian Licensing Standards for Centre Based Child Care 2014: Standard 15.4 (c)*

Authorisation

This policy was adopted by Uniting Early Learning on 10 May 2018

Review

This policy is to be reviewed by: 06 June 2019

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