

ARRIVAL AND DEPARTURE

Mandatory Quality Area 2

PURPOSE

The purpose of this Policy is to ensure the safety and supervision of all children in and around water.

OUR VISION FOR SORRENTO EARLY LEARNING

Our vision is to aspire for excellence in the provision of early childhood services through the creation of a safe, extended family environment and the development of a community of learners where educators, parents and other adults are committed to the children's education and wellbeing.

POLICY STATEMENT

At Sorrento Early Learning, the safety and security of all children is critical. Educators will always act in the best interests of the child, using their fair and reasonable judgment to ensure the safety of the child, themselves, and the other children in their care.

Sorrento Early Learning aims to fulfil its duty of care obligations to all children within its programs. It is our responsibility to ensure the safe arrival and departure of all children, and the completion of statutory documentation, to ensure that no child's safety is at risk.

Practical and safe approaches to arrival and departure promote a smooth transition between home and the Centre. Regulatory electronic sign in and sign out by the child's parents or Authorised Emergency Contact will confirm a child's presence or absence from the program, ensuring their safe care and custody.

Arrival and departure times create important opportunities for family engagement, to interact with each other and the environment, build relationships, develop networks and become aware of other activities and events within the wider Sorrento Community Centre community and the local community.

Parents and educators also have the opportunity to communicate any relevant information at drop off and pick up times. This may include information regarding a child's health, medication, behaviour, routine or general information.

Smooth transitions between home and the Centre will support children to settle calmly into the Early Learning program. Families and children will be warmly greeted and farewelled at the beginning and the end of each day, and arrival and departure routines will operate with consistency to promote a child's sense of security within their setting.

PROCEDURES

Personal details of each parent and the Authorised Emergency Contacts must be provided **prior** to the child commencing at Sorrento Early Learning. This includes the name, address, telephone numbers, email, and relationship to the child.

Changes in Personal Details. To ensure the safety and security of children, it is the responsibility of the parents to advise the Centre immediately of any changes to the personal details of either parents or Authorised Emergency Contacts.

Electronic Sign In and Sign Out. Parents or their Authorised Emergency Contacts will sign each child in and out, using the iPad located at the entrance to Sorrento Early Learning. This records the time of day, and identifies the person dropping off and collecting a child.

Absences. Parents/guardians are requested to advise the Centre as early as possible, if their child will not be attending the Centre.

Absences will be noted on the child's record by the Early Learning Administrator or an Educator. For families receiving a Subsidy through the Child Care Subsidy scheme, up to 42 absence days (including public holidays) are permitted without jeopardising CCS rebates.

Authorised Emergency Contacts. A child will only be permitted to leave the Centre with a registered Authorised Emergency Contact in the case of an occasional pick up, or if a parent cannot be contacted and the child has an emergency medical situation where they need to leave the Centre for treatment. Without the Authorised Emergency Contact being registered with the Centre in advance, staff will not allow a child to leave the Centre without the parent/s permission; this person must appear to be able to appropriately and safely care for the child.

If the staff feel that the child is at risk from harm from the person collecting them, staff will note down the person's details and/or car registration, and report the incident to the Police (000) or the Department of Health and Human Services (9213 2020)

Court Orders and Custody Issues. Unless there is a Court Order in place which limits access of parent/s to their child, both parents have lawful authority to collect their children.

If a parent/guardian who is named in a custody order as being unable by law to collect a child, arrives at the Centre, the parent/guardian who has full custody will be contacted immediately. If the non-custodial parent becomes agitated or threatening in any way, the Centre will call the Police immediately (000), Child FIRST (Orange Door – 1800 319 353 or bpa@orangedoor.vic.gov.au); the closest service is at 60-64 Wells Street, Frankston, or Child Protection (131278).

It is the responsibility of the custodial parent to supply a copy of the Court Order which is currently in place, and supply updated Orders as they come to hand.

Transfer of children into the direct care of a staff member. When dropping a child at the Centre, parents or their Authorised Emergency Contact are to leave the child in the direct care of a staff member.

Late Collection of a Child. In the event of a parent/guardian or Authorised Emergency Contact is late to collect their child, and has not notified the Centre, the staff are responsible for:

- Ensuring that the educator/child ratios are maintained at all times when children are in attendance at the Centre
- Contacting the parent/guardian or Authorised Emergency Contact to request collection
- In the parent/guardian or Authorised Emergency Contact cannot be located (within 30 minutes of the close of the session) the Centre will
 - o Inform the Approved Provider
 - o contact Child FIRST or the local Police (Police will most likely collect the child, to allow staff to finish their workday)
 - o notify the Department of Education and Training as soon as practicable
- Determine if a late collection fee is to be charged.

Available Resources

Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011

National Quality Standard 2011:

2.3.1 Children are adequately supervised at all times.

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly

2.2.2 Children's Health and Safety 'Each child's health needs are supported.'

- Children's Services Regulations 2009

Policy Control Data

Approved by Sorrento Community Centre

Date: April 2020

Scheduled Review Date: 2022

Next Review Date: