




<b>Policy Category:</b> WHS	
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<b>Reviewed by:</b> Principal	<b>Endorsed by:</b> Board
<b>Approved by:</b> Joe Sciglitano	<b>Date:</b> 10/12/2023
<b>Signature:</b> 	
<b>Recommended frequency of review:</b> 1 year for new policies, and then at least every 3 years unless otherwise approved by the Executive Team. Next review: 2023	
<b>Related Legislation and Documents:</b>  Education and Care Services National Law Act 2010, No. 69 of 2010, Authorised Version incorporating amendments as at 30 March 2022	
<b>Additional Information:</b>  This policy meets the requirements for After School Care and Preschool registration.	

**Document history:**

Version	Date	Nature of Amendment
1	13/6/22	New Policy
2	13/11/23	Reviewed, no changes
3	10/12/23	Updated to include Preschool

## ASC AND PRESCHOOL\_Delivery of children to and from the premises

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### DEFINITIONS AND ABBREVIATIONS

**MSSA:** Milkwood Steiner School Association

**NQS:** National Quality Standard (ACECQA)

### PURPOSE

This policy addresses requirements in the delivery of children to and from Milkwood Steiner School's After School Care and Preschool services, addressing:

- **NQS2.3.2** Every reasonable precaution is taken to protect children from harm and hazard likely to cause injury
- **NQS2.3.4** Educators, coordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect
- **NQS7.3.2** Administrative systems are established and maintained to ensure the effective operation of the service.

### POLICY STATEMENT

A record of attendance will be maintained and remains the responsibility of the Responsible Person. Attendance records will include

- Child's full name
- Arrival and departure time
- Signature of the person delivering/collecting the child, or signature of the Educator.

Educators and staff are responsible for ensuring

- A child will leave the service only with an authorised nominee on the child's "consent to collect" list, who appears able to appropriately care for the child
- Discretion and action that is in the interest of safety for the child, themselves and other children in the care and education service
- The child may not leave the service with a parent who is prohibited by a court order from having contact
- That at regular intervals between 2:30 and 5:30, all children who have not been signed out of the service are present, and implement the Missing Child policy (see *WHS Policy: Missing Child*) if needed.

On enrolment, the child's parent/legal guardian will be informed of the delivery and collection of children procedures, including sign in procedures.

The Administration Officer is responsible for maintaining the Consent to Collect Database.

The *Consent to Collect* Database is a spreadsheet of the people given consent to collect each Milkwood student, by the child's legal guardians. The child's legal guardian can add others to this list, or notify the

office if someone not on this list is picking their child up. Without consent, children cannot be released to an unauthorised person, even if the person is known to the child.

The child's parent, guardian or authorised person on the *Consent to Collect* database is responsible for

- Escorting the child safely from the service to the exit, closing each gate behind them
- Signing each child in or out of the service as required
- Assisting their child to collect their belongings
- Communicating any relevant information or changes to information about the child, to the service
- Ensuring that all documentation is completed for any authorised person picking up the child