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<b>Signature:</b> 	
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<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:**

<b>Version</b>	<b>Date</b>	<b>Nature of Amendment</b>
1	13/6/22	New Policy
2	13/11/23	Reviewed, no changes
3	10/12/23	Updated to include Preschool
4	24/12/24	Updated to reflect change in campus boundaries, which require a road crossing for children being delivered from the Primary School to the After School Care Service, and to reflect updates to NQS.

## 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:

- **NQS2.2.1** Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- **NQS2.3.3** Child Protection: management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect
- **NQS6.2.1** Transitions: continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
- **NQS7.1.2** Management systems: systems are in place to manage risk and enable the effective management and operation of a quality service.
- **NQS7.1.3** Roles and Responsibilities: roles and responsibilities are clearly defined, and understood, and support effective decision making and 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

## **Road Crossing**

Milkwood's campus is located on Boulter Rd, with facilities on both sides of this road. Crossing the road at the designated children's crossing during the school day allows all Primary and Middle School students to access all facilities. Safe passage between facilities in accordance with Milkwood's safety procedures requires students to be accompanied by an approved staff member with appropriate adult:child ratios for safe supervision, when crossing the road between facilities. Day-to-day timetabling considerations reduces the need for passage between facilities so that road crossing is only used when needed. Kindergarten students do not travel between facilities and are not required to cross the road to access their educational facilities. Through the enrolment process, parents consent to their child crossing Boulter Rd in accordance with the school's safety procedures, for the purpose of passage between facilities at Milkwood's Boulter Rd campus.

Milkwood's facilities constitute one campus, however, crossing the road at the designated children's crossing during the school day ensures all Primary and Middle School students access to all facilities. The following Guidelines ensure safe passage between facilities, when crossing the road is needed.

Road crossings and moving between sites should be avoided when possible.

Students are allowed to cross the road provided that a Milkwood Staff member is supervising the complete passage between sites, and able to uphold duty of care.

Adult to child ratios should be determined with consideration for the age of the student, the number of students and any other factors that could impact ability to follow instructions or cross the road safely such as disability or behavioural concerns. The responsible teacher determines the number of staff needed in order to exercise duty of care but this should be no less than the number of staff required to exercise duty of care in normal class circumstances. If additional staff are needed for a passage, the responsible teacher should contact the front office with as much prior notice as possible. The front office arranges for additional support. The responsible teacher should not commence the road crossing until this extra support is available.

When crossing the road during school time, a direct route must be taken from the main gate entry/exits of the Primary/Middle School and Early Childhood Precinct, via the children's crossing.

Parents sign consent on enrolment for day-to-day road crossing during school time.

Only children from Class 1-8 travel between sites, requiring road crossing. Children in Kindergarten do not leave the Early Childhood Precinct and do not cross the road when at school, but all parents sign the consent on enrolment allowing for road crossing when the child reaches Class 1 age.

A list of students who do not have consent to cross the road is attached to the class roll by the Administration Officer. These students must not travel between sites during school time and individual adjustments should be made to ensure duty of care for these students at times when their class is in a different location.

Staff members supervising road crossing

- Ensure all students are counted for when exiting and re-entering Milkwood's grounds, and directly before and after crossing the road
- Support students to practice the road crossing rules, using the following language: "STOP AT THE CROSSING, LOOK RIGHT, LOOK LEFT, LOOK RIGHT AGAIN, LISTEN TO THE TEACHER, WALK NOT RUN"
- carry the class roll clipboard, their mobile phone and notifies the front office if there are any concerns
- Wear a hi-vis vest while outside the boundaries of the school gates including when crossing the road.

Students who need to cross the road to attend After School Care are transported in accordance with these safety measures. Students finishing the school day in the Primary School facilities meet the After School Care Leader at the designated pick up point, at the Administration Building. The After School Care Leader accompanies students to the After School Care facilities, including crossing the road by 3pm daily, in accordance with the expectations for supervision and safety documented in this policy.