

## POLICY

### POLICY 3: DELIVERY AND COLLECTION OF CHILDREN

#### OVERARCHING PERSPECTIVE:

**Perspective:** Quality Services  
**Policy:** Services & Programs

#### POLICY:

Our Village Family Childcare Service is committed to safety and positive interactions during delivery and collection of children.

#### SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our village Family Childcare Service.

#### RATIONALE:

Our Village Family Childcare Service is a licensed education and care service with the Department of Education and Training and as such, must adhere to the Education and Care Services National Regulations, 2011.

#### PROCESS:

1. When a child arrives at the educator's residence, the authorised Educator must receive the child.
2. An Educator must ensure a child who is being educated and cared for as part of the service may only leave the premises if the child:
  - is given into the care of a parent of the child, or
  - an authorised nominee on the child's enrolment record, or
  - leaves the premises in accordance with written authorisation of the child's parent or authorised nominee named in the child's enrolment record or is taken on an outing in accordance with Excursions Policy (16); or
  - given into the care of a person or taken outside of the premises because the child requires medical, hospital or ambulance care or treatment; or
  - due to another emergency (Part 4.2, regulation 99 (3) (4))
3. If there is a court order prohibiting a parent's contact with the child, Point 2 does not apply. and the child shall not be released into the custody of that parent (see Regulation 99 (5). Children leaving the education and care premises). In the event of an unauthorised parent requesting collection of the child, the Educator must contact the authorised parent and the Coordination Unit staff. If deemed necessary, the police will be contacted.
4. In situations where the Educator is concerned about a parent/guardian's ability to safely collect and leave with the child i.e, for a drink/driving situation, the Educator should inform the Coordination Unit and strategies will be determined i.e. call the Police, follow up contact with the parent as soon as possible.
5. The parent / guardian, who receive Childcare Benefit payment, must sign (with a full signature) the attendance record section of the time sheet when the child arrives at the Educator's home and again on departure. If another authorised nominee drops

off or collects the child, **that person must sign the attendance record with a full signature.** The Educator must ensure that these entries occur on a daily basis at the appropriate times. (If an absence fee is to be applied, the parent/guardian must sign the relevant day and record the absence).

6. The attendance record (time sheet) must have the **full name of the child attending care and the full name of the parent / guardian.**
7. **School Aged Children.** It is recommended by Vic Roads that children up to the age of 10 years should be accompanied by an adult to and from school. If older school age children are permitted to walk/ride a bike, written permission must be provided to the Educator and copies given to the school and Coordination Unit. The Educator must sign the child in on arrival.
8. The parent/guardian shall notify the Educator prior to collection time if another person is authorised to collect the child from care. This person must be nominated on the child's enrolment records, including name, address and telephone number.
9. When a child is signed out of care by the parent/guardian or other authorised nominated person, he/she is fully responsible for the child from that point onwards.
10. Copies of any court orders and/or parenting plans relevant to the care and supervision of a child/ren, including the powers, duties, responsibilities or authorities of any person in relation to the child or having access to the child must be provided to the educator with a copy to the Coordination unit.

#### DEFINITIONS:

**Authorised Nominee:** is a person named in the child's enrolment record as being authorised to collect the child from the education and care service. The authorisation to collect the child is signed by the parent / guardian.


#### REFERENCES:

Education and Care Services National Regulations, 2011 . Regulation 168

#### RELATED DOCUMENTS:

- Excursions Policy - 16
- (SCH) Duty of Care Policy

*This box to be completed after final draft has been approved.*

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<b>Owner:</b>	Manager, Family Day Care	<b>Signed in accordance with Deed of Delegation:</b> <div style="text-align: right;">29/11/2016</div>  <hr/> Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	