

POLICY NO 03: DELIVERY AND COLLECTION OF CHILDREN

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

Our Village Family Childcare (OVFC) in partnership with and Educators have a responsibility to ensure the safe arrival and departure of children for the education and care service. Together we promote a smooth transition between home and care for the child, ensuring their safety and wellbeing.

CRITICAL INFORMATION:

Educators Responsibilities

- When there is a court order prohibiting a parent’s contact with the child, the child shall not be released into the custody of that parent (Education and Care Services National Regulations, (current version July 1, 2023) Part 4.2, 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.
- 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.
- The Family Day Care Educator takes responsibility for the child from the time they have been signed into the service and until the time they have been signed out of the service.
- The Family Day Care Educator must not release the child into the care of any individual other than those specified above and outlined in the Education and Care Services National Regulations (current version July 1, 2023).
- If the child is to be collected by a person other than the parent, the Educator must verify the nominated person’s identity, asking for photo identification.

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PURPOSE:

OVFC is committed to safety and positive interactions during delivery and collection of children.

OUTCOME:

OVFC 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, (current version July 1, 2023).

SCOPE/RESPONSIBILITIES:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of OVFC.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQ) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

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.
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PROCEDURES:

When a child arrives at the Educator’s residence, the authorised Educator must receive the child. 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/guardian of the child (where there are no court orders in place)
- An authorised nominee on the child’s enrolment record
- 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 *Policy No 16 Excursion*
- Given into the care of a person or taken outside of the premises because the child requires medical, hospital or ambulance care or treatment.
- Due to another emergency (Education and Care Services National Regulations, (current version July 1, 2023) Part 4.2, Regulation 99 (3) (4))

Educators Responsibilities

- When there is a court order prohibiting a parent’s contact with the child, the child shall not be released into the custody of that parent (Education and Care Services National Regulations, (current version July 1, 2023) Part 4.2, 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.
- 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.
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- The Family Day Care Educator must not release the child into the care of any individual other than those specified above and outlined in the Education and Care Services National Regulations (current version July 1, 2023).
- If the child is to be collected by a person other than the parent, the Educator must verify the nominated person’s identity, asking for photo identification.

Parent Responsibilities

- Each authorised nominee within the child’s enrolment must use their assigned PIN (Harmony Personal Identification Number) to sign the electronic attendance record when the child arrives at the Educator’s home and again on departure.
- The Educator must ensure these entries occur daily at the appropriate times (Educators are able to mark the child as absent using their pin as the e signature, (If an absence fee is to be applied), the parent/guardian must record the absence using their assigned PIN for the relevant day and record the absence upon the child’s return to care or sign off on the absence on the timesheet as confirmation)
- **In some cases when technology may be offline, a paper timesheet may be used. In this instance of using a paper timesheet, the parent/guardian or authorised nominee must sign the timesheet for arrival and departure of the child using their full signature. This information will be transferred to the electronic system by the Educator once the internet is accessible.**
- The parent/guardian shall notify the Educator prior to collection time if another person is authorised to collect the child from care.
- In the instance of another person collecting from care this person must be nominated on the child’s enrolment record, including name, address, and telephone number.
- A PIN will be issued to the authorised person by the Coordination Unit
- If at any time the Parent/family requires an unauthorised person to collect their child/ren, they must notify the Family Day Care Educator prior to pick up and wherever possible advise the Educator and the Coordination Unit in writing. The nominated person must bring identification with them when collecting the child.
- 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.
- Supply 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.

Collecting Children Care

Only persons aged sixteen years and over can be nominated to collect a child from education and care and any authorisation for anyone under the age of sixteen years will not be accepted by the service.

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 to care.
- When a bike is ridden safety equipment must be provided by the parent/guardian and must be worn e.g., safety helmet.

REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1, 2023\) – Regulation 99, 168](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Excursions – 16
- Enrolment and Orientation- 31
- Acceptance and Refusal of authorisations - 22
- Drugs and Alcohol – 11
- Active Supervision – 52
- SCCH Client Empowerment Policy and Procedure
- SCCH Code of Conduct

VERSION CONTROL AND LEGISLATION:

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