

# Arrival and Departure of Children



## Policy

Educators will ensure they are aware of each child's arrival and departure to make certain they are safe, and their well-being is protected.

## Background

Janelle Street Centre will comply with Education and Care Services National Regulations 2011, Division 6, Clause 99, sub-regulations 1 and 4 and Part 4.7, Leadership and Service Management, Clauses 158 and 159.

## Practices

Children are to be brought to and collected from the Centre by a parent/guardian or authorised person or in accordance with written authorisation (Regulation 99)

All children must be signed 'in' and 'out' each day by a parent or authorized care-giver on the iPads located in the front foyer of the Centre. At the time of arrival and departure the parent/caregiver must notify an educator.

In the event that a child needs to be collected by a person other than a parent or authorized caregiver as recorded on the enrolment form, an educator must be notified by email or letter in advance. Identification will be requested. If the person does not have sufficient ID they will not be allowed to collect the child no matter who they are.

Educators will check off each child's arrival and departure on a Stat. Sheet every morning and afternoon.

At the end of the day educators on the late shift will thoroughly check all rooms by going into each room and checking to make sure no children are left on the premises. Educators on the late shift will then check on the iPads to ensure that every child has been signed out.

If there is a court order in place, educators will be made familiar with it and a copy kept on premises and in the child's file ensuring that no unauthorized person will be able to enter the premises to collect the child at any time.

The Approved Provider, Nominated Supervisor, Responsible Person and Educators will ensure that no child will leave the centre's premises except under the following circumstances:

- Taken on an excursion (refer to Excursion Policy)
- Is given into the care of a person or taken outside the premises due to
  - ❖ requiring medical, medical, hospital or ambulance care or treatment
  - ❖ another emergency (Regulation 99(4)©, (d)(i) & (ii))

## Sources

- [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au) (accessed June 21, 2024)
- [www.acecqa.gov.au](http://www.acecqa.gov.au) (accessed June 21, 2024)
- Christie, T. (2006) The Essential ECE Handbook

**Adopted: October 5, 2011**

**Review No. 13: June 22, 2024**