

# The Kinder Garden



## Arrival and Departure Policy

### Aim

To ensure that all Children are in an environment where they can arrive and depart safely from the Education and Care Service.

### Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011

### Who is affected by this policy?

Child  
Families  
Staff

### Implementation

The following guidelines must be adhered to at all times to ensure the safety of all children:

#### Arrival:

- It is essential on arrival that all Children are signed **IN** by a parent or responsible adult. This also assists Educators/Staff in the event of evacuation of the Education and Care Service. **This is the Parent/Guardian's or Authorised Nominee's responsibility.**
- An Educator/Staff member will greet and receive the Child at all times.
- Each Child has their own locker for personal belongings.

#### Departure:

- Nominated Supervisors are to ensure that the authorised pick-up list for each child is kept up to date.
- No Child will be released into the care of any persons not known to Educators/Staff. If Educators/Staff don't know the person by appearance, the person must be able to produce some form of photo identification to prove that they are the person authorised to collect the child on the enrolment form.
- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of photo identification.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- Parents must give prior notice of any variation in the persons picking up the child. If notice is not given, and Educators/Staff cannot contact the Parent/Guardian, the child must not be released into the care of that person.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and Educators/Staff feel that the person is unfit to take responsibility for the child, the Educators/Staff are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. Educators/Staff are to suggest that they contact the other Parent/Guardian or emergency numbers from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, Educators/Staff are to inform the Police of the circumstances, the person's name, and vehicle make/model and registration details. **Educators/Staff cannot prevent a Parent/Guardian from collecting a child, but do have a moral obligation to persuade a parent/Guardian to seek alternative arrangements, if they feel the Parent/Guardian is in an unfit state to accept responsibility for the child.**
- It is essential on departure that all children are signed **OUT** by a Parent/Guardian or Authorised Nominee as per enrolment form. This also assists Educators/Staff in knowing who has left the Service.
- At the end of each day 2 Educators/Staff members check the premises to ensure that no child remains on the premises after the Education and Care Service closes.
- **An Authorised Nominee must be a minimum age of 18 years old to sign a child in or out of the Education and Care Service unless mutually agreed in writing by the Nominated Supervisor/Approved Provider and parent/guardian (see Acceptance and Refusal of Authorisation Policy).**

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

### Sources

Education and Care Services National Regulation 2011

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** February 2017

**Date for next review:** February 2018