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ARRIVAL & DEPARTURE POLICY 2012.

National Quality Standard: 2.3.2 (see footnote for definition)

Policy: To ensure the safe and documented arrival and departure of children at the education and care setting or agreed location.

Introduction: It is the responsibility of educators and families to ensure the safe arrival and departure of children at the education and care setting and the completion of statutory documentation. Practical and safe approaches will promote a smooth transition between home and the service, assure the completion of the required records for claiming of Commonwealth Child Care Benefit in Family Day Care and confirms children's presence or absence from the service. This ensures a child's arrival and departure at the service continues their safe care and custody.

Educators and Parents also need to be clear about the procedures for entering and leaving an educator's home in a safe manner e.g. doors, driveways, car parking areas.

Relevant legislation:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000
- Family Assistance Law
- Department of Education, Employment and Workplace Relations – www.deewr.gov.au

Key resources:

- National Quality Standards
- NSW Community Child Care Co-Operative

Practices:

Co-ordination Unit Staff will:

- Provide training in Arrival and Departure procedures at new educator induction training.
- Assist educators in the development, practice and evaluation of their Handover (Arrival and Departure) Procedures.
- Provide educators with support and information in relation to their individual handover procedures and assist in the evaluation and document any handovers observed on visit records.
- Provide information to parents in regard to their responsibilities at handover time at the parent interview.
- Promote awareness of handover procedures to parents via a newsletter article annually.

Educators will:

1. Educators should develop and distribute their own handover procedure to all registered parents including when children are delivered or collected away from the educator's premises. This must be discussed and documented by both parent and educator.
2. The child/ren must be signed in and out of the care provider's home on the Payment and Attendance Record. The record of attendance record includes the full name of each child attending, arrival/departure times and must be signed for each day of care by the parent or authorised nominee.
3. In the case of children whom the educator collects from Pre School, kindergarten or school or after school children who may walk or bus to the educator's home, the educator acts on behalf of the parent and initials the record of attendance for the parent. The parent must countersign the attendances; this ensures parents share responsibility for the record of the hours of care.
4. A child will leave the service only with a parent, authorised nominee, an authorised delegate as a part of an excursion or because the child requires medical care. (This does not include a parent who is prohibited by a court order from having contact.)
5. The parent/ educator information form needs to specify the name of the authorised nominee that is authorised to collect the child/ren. No child will be released to a person under the age of 16 years. Educators may request proof of ID prior to releasing child/ren.
6. If an after school child has not arrived at the educator's home by a specified time, the educator needs to notify the parent/ emergency contact. If unsuccessful, contact the office.
7. Reasonable notice needs to be given to the parent or educator as applicable, where alternative care arrangements are made and the child is to be given into the care of an alternate educator or parent's authorised nominee.
8. Inform the parent they are responsible for the care and safety of the child until the Attendance Record is signed, both on arrival and departure. Educators should inform parents of their responsibility to supervise children; particularly if there are any identified hazards e.g. driveway, roads etc.
9. The educator or parent needs to be immediately notified if there is likelihood that there will be a variation in the time of delivery or collection of the child. For example, late delivery or collection, or the possible unexpected delay in the educator returning from an excursion.
10. Ensure that entry doors to the premises are kept locked in accordance with the Children Education and Care Services National Law, Education and Care Services Regulations 2011 and National Quality Standards 2.3.2.
11. An educator will allow a child to leave the premises only with an authorised person who appears able to appropriately care for the child. Educators and co-ordination unit staff will always act in the interest of safety for the child, themselves and other children in the care and education service.

12. The scheme will retain their copy of the attendance records for a period of 3 years from the day the record is made. Educators are required to retain their copy of the attendance record for a period of 7 years for taxation purposes.

Families are required to:

- Discuss and document handover procedures with the educator.
- Sign each child in and out of the service upon arrival and at the time of departure, on Payment and Attendance record with a full signature.
- Remain responsible for their child whilst they are on the education and care premises.
- In the case of children arriving or departing the educator's home unattended by the parent, discuss the arrangements with the educator and document and sign the agreed arrangement.
- Pick-up and deliver the child at the arranged times, unless prior notice is given.
- Provide prior notice of an alternate person picking up a child.
- Ensure contact information is up to date with the educator in case of emergency.

Policy Created: November 2005

Policy Reviewed: April 2008, October 2010, February 2012

Policy Ratified at Committee Meeting (date)

Signed: Title:

NQS Definitions:

2.3.2 – Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.