

Policy

Delivery and Collection of Children

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website including: [Attendance, delivery and collection of preschool children](#)

NQS

QA2	2.2	Each child is protected.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

NATIONAL REGULATIONS

Reg	160	Child enrolment records to be kept by approved provider
	161	Authorisations to be kept in enrolment record
	168	Education and care services must have policies and procedures

EYLF

LO3	Children are aware of and develop strategies to support their own mental and physical health and personal safety
	Children are happy, healthy, safe and connected to others.
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all

Who is affected by this policy?

- Children
- Families
- Educators/Employees
- Governing Council

Aims

To ensure the safety of children at all times.

Purpose

In order for the preschool to function effectively, children attending the Centre need to be delivered and collected within the official opening hours of 8:30am and 3:00pm. They must be brought into the Centre and collected by people authorized by the parent/guardian to do so. Children must only be released to authorized nominees indicated in enrolment records.

Goals

- To ensure the safety of children and staff at all times.
- To provide for the efficient operation of the Centre.
- To ensure staff working conditions are maintained.
- To maintain the Centre's legal responsibilities.

Procedure

Delivery of Children

For safety reasons, parents/caregivers are asked to come into the preschool with their child to greet a staff member so that their arrival may be documented and adequate care and support provided. They are required to sign their child in on the daily attendance sheet located on the bench in the kitchen.

Collection of Children

At the conclusion of the preschool day children participate in a group activity. Parents/caregivers/authorised persons are required to personally come into the Group Time to collect their child if permitted by the preschool at the time, i.e. dependent upon Covid restrictions, etc or alternatively a staff member will bring the child to the Parents/caregivers/authorised persons.

Staff will only dismiss children when their parent/caregiver/authorised person is there. Children will not be released into the care of others unless documented instructions or a phone call are received from the child's parent/guardian written on the enrolment form.

Parents are required to write the necessary details in the Bringing and Collecting Children Book on the bench in the kitchen and sign their name if someone else will be collecting their child.

The person collecting each child is required to sign the child out on the daily attendance roll when they collect children.

- A child will be 'handed over' by staff to parents/guardians written on the student enrolment form and authorised persons only.
- A child will not be 'handed over' by staff to anyone suspected of being under the influence of alcohol or drugs.

Authorised Persons

- An authorised person is anyone given permission on the 'Emergency Contacts Including Authority to Collect the Child' section of the Preschool Enrolment Form completed by the enrolling parent.
- It is the parent's responsibility to keep the preschool informed of any changes to the authorised people.
- If someone not stated on the enrolment form is collecting the child, it is the parent's responsibility to inform staff of the person's name. If staff have not previously met that person, photo identification may be checked.
- When someone who does not usually pick up a child is collecting a child, the child's parent should write down the date/name of the person collecting their child from preschool in the Bringing and Collecting Children book on the bench in the kitchen.
- If someone unknown to staff attempts to pick up a child, the parent will be notified and permission sought before 'handing over' the child.
- Children will not be 'handed over' until the person's identity is established and permission is given from the parent/guardian.

Late Collection of Children

- Parents/caregivers are required to contact the preschool if they are going to be running more than 5 minutes late. Children can become distressed when parents are running late and it is important to their wellbeing to know that parents have contacted the staff.
- If a parent is likely to be more than five minutes late, staff will request the parent to arrange an alternate care giver to collect the child. Centre staff are not typically available to supervise children outside preschool hours.
- Extra fees may be charged if children are not collected on time.

Court Orders

- Any parent gaining a Court Order or injunction against the access of their spouse, ex-spouse or other adult to their child, must inform the preschool immediately and provide a copy of that Court Order.
- Staff will not 'hand over' a child to a parent or adult where a Court Order expressly prohibits that adult from contact with the child.
- Staff will not be expected to put themselves at risk in the event that a parent becomes violent, threatening or aggressive.
- Staff will attempt to discourage the non-custodial parent from taking the child while another staff member uses the phone discreetly to call the Police.
- For all other Court Orders including shared care arrangements, staff will notify a parent by phone in the event that the non-expected parent attends for collection on any given day.
- Upon arrival, the Police will be responsible for the offending adult while staff

reassure the child and contact the custodial parent.

PLEASE NOTE THAT A PARENT WHOSE DETAILS ARE INCLUDED ON THE CHILD'S ENROLMENT FORM WILL NOT BE DENIED ACCESS TO THEIR CHILD IF THE PRESCHOOL DOES NOT HAVE A COPY OF THE COURT ORDER.

Sources

- Early Years Learning Framework (v2.0, 2022)
- National Quality Standard
- Department for Education Acceptance and Refusal of Authorisations information [Attendance, delivery and collection of preschool children](#)
- Consultation process completed and feedback included from children, staff, families and Governing Council members

Review

The policy will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	1.0	01/12/2016	Policy Developed	01/12/2018
Reviewed	2.0	15/08/2019	Updated in line with NQS changes	15/08/2021
Reviewed	3.0	29/06/2021	Updated in line with Department For Education policy changes	29/06/2023
Reviewed	4.0	04/12/2023	All links have been verified Updated in line with Early Years Learning Framework (v2.0, 2022) and location of daily attendance sheet, requirement to sign child in and out	04/12/2025

Approved by Governing Council 04/12/2023 Director's Signature 