



ECH006 – DELIVERY AND COLLECTION OF CHILDREN POLICY

POLICY CONTEXT

Willunga Waldorf School is a co-educational and gender-inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

BACKGROUND

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place in relation to the delivery of children to, and collection from, the service premises.

Children's safety and wellbeing is of primary importance, and approved providers and their services must ensure that appropriate measures are in place to protect children from any harm or hazard, including providing adequate supervision and preventing the entry of unauthorised persons.

The transition of children to, and away from, a service requires particular attention, particularly given how busy it can be at certain times and the number of people coming and going. Safeguarding children during their delivery to, and collection from, the service premises can be enabled by the creation of policies and procedures and an effective process for their implementation.

PURPOSE AND SCOPE

The purpose of this document is to outline Willunga Waldorf School's policy, principles of practice and different roles of responsibilities in relation to the safe delivery to, and collection from, children enrolled at our Kindergarten.

It applies to all Kindergarten and Reception staff (including volunteers and contractors), children and families at all times.

POLICY STATEMENT

Willunga Waldorf School accepts its Duty of Care for the health, safety and wellbeing of all its students. Child protection is a paramount consideration in all we do.

We are committed to ensuring that children enrolled at our Kindergarten arrive and depart safely every day. We further acknowledge our responsibility to keep correct records in relation to each child's daily arrival and departure.

We have practices and procedures in place in this regard and make sure that all Kindergarten staff and families are aware of these and follow them at all times. Practices and procedures are reviewed regularly to ensure they remain relevant, easy to understand and compliant with current legislation.



PRINCIPLES OF PRACTICE

- Children must be brought to and collected from the Kindergarten by a responsible person aged sixteen years or over.
- All children are to be signed in and out by the accompanying adult each time they attend Kindergarten. The attendance book requires adults to provide the name of the child, the date and time of drop off/pick up, and their signature.
- Adults must stay with and supervise their children until the teacher invites the children to join in with the class group and they have been delivered into the safe care of the Kindergarten staff.
- If a child is absent without reason, parents or guardians will be notified to establish the safety of the child.
- No child may leave the premises with a person other than their parent or guardian as named on the enrolment form without prior written permission from the parent or guardian:
 - Parents or guardians are required to nominate authorised collectors on the "Collection of Children Authorisations" form provided before the child's attendance. They can update this information at any time by contacting the Front Office.
 - For casual pickups, a written consent note to the teacher on the day is acceptable.
 - Where written consent cannot be given due to unforeseen circumstances, parents or guardians can authorise another adult to collect their child by phoning the school's Front Office.
 - We value and respect our families' decisions about their children. This includes decisions about the people authorised to collect their children from the Kindergarten.

Child leaving Kindergarten premises on their own

- Children must not leave the Kindergarten without being accompanied by an authorised person.
- Policies, practices and procedures are in place to ensure children do not leave the Kindergarten premises on their own.
- In the event that a child does leave the premises on their own, the *Missing Child* procedure must be followed.

Court Orders

- Willunga Waldorf School and Kindergarten act in accordance with current court orders.
- Parents who have limited access to their children via a custody order will be required to honour this during Kindergarten hours.
- Failure to do this will result in the Head of School or nominated delegate informing the custodial parents and / or police of the breach.
- Copies of Court Orders will be kept securely in the student's file. Access will be on a strict "need to know" basis.

ROLES AND RESPONSIBILITIES

All Kindergarten Staff

- Must be familiar with and follow this policy at all times.
- Must report any breaches of this policy to the Lead Teacher, Early Childhood Faculty Leader or Head of School.

Kindergarten Lead Teacher

- Must provide access to the attendance book for parents each day and ensure it is kept in accordance with the School's record keeping procedures.



- Must complete the roll book correctly each day and ensure its delivery to the Front Office by 9.15am each morning.
- Must ensure, as much as is practicable, that parents/guardians follow the correct sign in/out procedures.
- Must act in accordance with any court orders in place in relation to the delivery and collection of children.
- Must not release children from Kindergarten until such time that an authorised person can collect them.

Parents/Guardians

- Must complete the attendance book correctly each time and prevent their children from drawing/writing/scribbling in it.
- Must remain with and supervise their children until such time that the teacher invites the children to join in with the class group and the duty of care has been transferred to the teacher.
- Must notify the School via the establish channels if their children are absent.
- Must complete the *Collection of Authorisations* form and keep it up to date.
- Must inform the Kindergarten teacher at the earliest opportunity if a person not previously identified as an Authorised Collector is to pick up their child. They must do so in writing. Where written authorisation is not possible due to unforeseen circumstances, they may call the Front Office on 8556 2655 who will pass on the information to the kindergarten staff.
- Have a responsibility to ensure that any person they nominate to drop off or pick up their child is at least 16 years old and aware of the correct sign in/out procedures.
- Must act in accordance with any court orders in place for their children.

WWS Administration Assistant

- Records all attendances in SEQTA once the Kindergarten roll has been received each day.
- Notify the parent or guardian if a child is absent without reason.

Early Childhood Faculty Leader

- Must ensure that all staff receive initial and ongoing training in the implementation of this policy and associated procedures.
- Must ensure this policy and associated procedures are reviewed and updated regularly.
- Must ensure that Lead Teachers act in accordance with any court orders in place.
- Must ensure accurate attendance records are being kept.

RECORD KEEPING

Attendance records are stored electronically on the school's SEQTA database. The hard copy sign in books are stored securely in the office before being archived in accordance with current legislative requirements.

STAFF INDUCTION AND ONGOING TRAINING

All new Kindergarten staff are provided with an induction to the procedure of delivery and collection of children.

Procedures are reviewed regularly, for example during Faculty meetings, to ensure they remain relevant, compliant with current legislation, and they are front of mind for all staff.



POLICY ACCESS

Hard copies of policies are available to staff in the kindy office. Electronic copies of policies are available on the SchoolStream parent and staff apps. Hard copies of policies can be made available to parents upon request.

Families will be notified by email at least 14 days beforehand of any changes.

RELATED POLICIES, PROCEDURES, DOCUMENTS AND LEGISLATION

Related School Policies, Procedures and Guidelines	<ul style="list-style-type: none"> • STU001 – Child Safe Environment Policy • STU005 – Attendance Policy • ECH008 – Determining the Responsible Person Present • ECH011 – Governance and Management of Services, Confidentiality of Records • EM001 – Critical Incident Management • EM003 – Emergency Procedures (Missing Child) • GOV005 – Privacy Policy • WHS002 – Incident, Hazard and Near Miss Reporting Policy (draft)
Related Legislation and Regulatory Requirements	<p>National Quality Standards (NQS):</p> <ul style="list-style-type: none"> • QA 2: Children's Health and Safety <ul style="list-style-type: none"> ◦ QA2.2: Safety. Each child is protected <p>Education and Early Childhood Services (Registrations and Standards) Act 2011 (as amended):</p> <ul style="list-style-type: none"> • Section 165 Offence to inadequately supervise children • Section 167 Offence relating to protection of children from harm and hazards • Section 170 Offence relating to unauthorised persons on education and care service premises (applies to an education and care service operating in a participating jurisdiction that has a working with children law) <p>Education and Care Services National Regulations (2011) (as amended):</p> <ul style="list-style-type: none"> • Regulation 86 Notification to parents of incident, injury, trauma and illness • Regulation 87 Incident, injury, trauma and illness record • Regulation 99 Children leaving the education and care service premises • Regulation 102AAB Safe arrival of children policies and procedures • Regulation 122 Educators must be working directly with children to be included in ratios • Regulation 157 Access for parents • Regulation 158 Children's attendance record to be kept by approved provider • Regulation 160 Child enrolment records to be kept by approved provider and family day care educator • Regulation 161 Authorisations to be kept in enrolment record • Regulation 168 Education and care service must have policies and procedures • Regulation 170 Policies and procedures to be followed • Regulation 171 Policies and procedures to be kept available • Regulation 172 Notification of change to policies or procedures
Source Documentation	<ul style="list-style-type: none"> • Education and Care Services National Regulations 2011: https://legislation.nsw.gov.au/view/html/inforce/current/s1-2011-0653 • Education and Early Childhood Services (Registrations and Standards) Act 2011; https://www.legislation.sa.gov.au/_legislation/lz/c/a/education%20and%20early%20childhood%20services%20(registration%20and%20standards)%20act%202011/current/2011.46_auth.pdf • Early Years Learning Framework https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf • National Quality Standard https://www.acecqa.gov.au/nqf/national-quality-standard • Guide to the National Quality Framework https://www.acecqa.gov.au/national-quality-framework/guide-nqf
Cross sector Guidelines (SA)	<ul style="list-style-type: none"> • DHS – National Principles for Child Safe Organisations • Protective Practices for staff in their interactions with children and young people

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.



Responsible Person	Early Childhood Faculty Leader
Policy Approver	Head of School
Version	1.1
Initial Documentation	25/03/2015 (version 1.0)
Last Review Date	June 2024
Next Review Date	June 2027
Revision Record	<p>25/08/2021 (Irene Bragg):</p> <ul style="list-style-type: none">- Added " includes homegrown" <p>10/06/2022 (Rachel Ashford):</p> <ul style="list-style-type: none">- Updated National Quality Standards to 2018 version- Added references to National Law and Regulations <p>June 2024 (Antje Guenther):</p> <ul style="list-style-type: none">- Reformatted document- Added Policy Context, Background, Purpose and Scope, Roles and Responsibilities, Record Keeping, Staff Induction/Training, Policy Access sections- Expanded Policy Statement- Renamed "Procedures" to "Principles of Practice" and expanded upon existing content, including children leaving premises unauthorised and court orders <p>June 2024 (Rachel Ashford):</p> <ul style="list-style-type: none">- Added Record Keeping section- Deleted "Where a child is 4 ½ years old and has permission to catch the school bus" paragraph