

Document Name	Document Version Number	Review Date
Delivery and Collection of Children Policy	1.0.1	May 2020
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16 May 2018	4988	Revised

## Purpose

To provide clear guidance in relation to the delivery and collection of children at all Greater Hume Children Services. Assist Educators to develop safe procedures and management of the arrival and departure of children.

## Scope

This policy applies to the Approved Provider of Family Day Care, the Nominated Supervisor, Support Coordinators, Educators, Relief Educators, Educator Assistants, parents/guardians and children.

## Definitions

Under the terms of this policy, parent does not include a parent who is prohibited by a court order from having contact with the child.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

Support Coordinator: referred to as Coordinator in Education and Care Services National Regulations and National Quality Standards; supports and facilitates the overarching needs of Educators and children and assists the Service Manager.

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Educator Assistants: approved persons to provide care for no more than four hours in accordance to service policy and procedure.

## Policy Content

The delivery and collection of children can be a potentially hazardous process. All stakeholders must understand their role and duty of care at this time. It is important that all Greater Hume Children Services Staff, Educators and parents/guardians develop partnerships that facilitate the exchange of information between one another to ensure the safety of children.

The service will:

- i. provide information and training to Educators regarding legislation, documentation and safety procedures relating to the delivery and collection of children.
- ii. in conjunction with Educators, provide families with information relating to documentation and safety procedures when delivering and collecting of children.
- iii. ensure that families understand that Educators will only release a child into the care of a parent of the child, an authorised nominee named in the child's enrolment record, or a person authorised by a parent or authorised nominee named in the child's enrolment record.

- iv. ensure that communication between Educators, the coordination unit and parents/guardians is adequate to ensure that all parties are aware of the roles and responsibilities in relation to the delivery and collection of children.

### **Links to Policy**

Greater Hume Council Child Protection Policy and Procedure

Greater Hume Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Excursions Policy

Incident Injury Trauma and Illness

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues Engagement and Registration of Family Day Care Educators)

Monitoring Support and Supervision of Family Day Care Educators

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Visitors to the Family Day Care Residence and Venues

Emergency and Evacuations

### **Links to Procedure**

Delivery and Collection of Children Procedure

Emergency and Evacuation Procedure

### **Links to Forms**

Family Registration Form

Authority for Child to Arrive/Leave Unaccompanied

Authority for Underage Person to Collect Child

Household Member Responsibilities Agreement

### **References**

Australian Children's Education and Care Quality Authority (ACECQA) <https://www.acecqa.gov.au/>

### **Responsibility**

Service Manager

### **Document Author**

Service Manager

### **Relevant Legislation**

Education and Care Services National Regulation

Education and Care Services National Law Act

Family Law Act Children and Young Persons (Care and Protection) Act

### **Associated Records**

Nil