

## 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

Staff and management, Educators, Relief Educators and volunteers.

## 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.

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.

## Policy Content

The delivery and collection of children can be a potentially hazardous process. All stakeholders must understand their role 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 Shire Child Protection Policy and Procedure (No 75)

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students (GHCS.GOV.POL.010.1)

Incident Injury Trauma and Illness (GHCS.GOV.POL.008.1)

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid (GHCS.GOV.POL.007.1)

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues (GHCS.GOV.POL.016.1)

Engagement and Registration of Family Day Care Educators (GHCS.GOV.POL.017.1)

Monitoring Support and supervision of Family Day Care Educators (GHCS.GOV.POL.019.1)

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises (GHCS.GOV.POL.020.1)  
 Visitors to the Family Day Care Residence and Venues (GHCS.GOV.POL.021.1)  
 Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)  
 Emergency and Evacuations (GHCS.GOV.POL.006.1)

### Links to Procedures

Delivery and Collection of Children Procedure  
 Emergency and Evacuation Procedure

### References

Australian Children's Education and Care Quality Authority (ACECQA)  
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, 85, 168 (2) (b)  
 Guide to the National Quality Standard 2011 2.1

### Responsibility

### Relevant Legislation

Education and Care Services National Regulation 2011 Regulation 168 (2) (i)  
 Education and Care Services National Law Act 2010

### Associated Records

### Document Control

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