



Wilson Street Kindergarten Inc.

## **BUSH KINDER DELIVERY & COLLECTION OF CHILDREN POLICY**

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**NQS: Quality Area 2**

### **PURPOSE**

This policy is a special circumstance policy, which augments the main Wilson Street Kindergarten Delivery & Collection of Children Policy and should be read in conjunction with that policy.

This Bush Kinder policy details the specific delivery and collection requirements and procedures for children attending the Bush Kinder program. Only those requirements that are different to the main Wilson Street Kindergarten Delivery & Collection of Children Policy are listed here.

The requirements of the main Delivery & Collection of Children Policy are applicable to the Bush Kinder, including for example, Late Collection of a Child, Authorisation Procedures and Procedures for Unauthorised Collection of Children.

### **POLICY STATEMENT**

#### **1. VALUES**

Wilson Street Kindergarten is committed to:

- Ensuring the safe delivery and collection of children participating in the Bush Kinder program.
- Fulfilling a duty of care to all children participating in the Bush Kinder program.

#### **2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, parents/guardians, volunteers and students on placement working at Wilson Street Kindergarten.

#### **3. BACKGROUND AND LEGISLATION**

##### **Background**

A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to *Supervision of Children Policy*).

The child may only leave the service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. An authorised person does not include a parent who is prohibited by a court order from having contact with the child. An exception is made in the event of a medical or other emergency (refer to *Incident, Injury, Trauma and Illness Policy* and *Emergency and Evacuation Policy*) and for excursions (refer to *Excursions and Service Events Policy*).

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Wilson Street Kindergarten believes that children at its kindergarten should be collected by an adult, 18 years or over.

##### **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- *Children, Youth and Families Act 2005* (Vic)

- *Education and Care Services National Law Act 2010*: Sections 167, 170
- *Education and Care Services National Regulations 2011*: Regulations 99, 168(2)(f)
- *Family Law Act 1975* (Cth)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
  - Standard 2.3: Each child is protected

#### 4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Attendance record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)). At Bush Kinder, the attendance record sheet is located at the Bush Kinder site.

**Bush Kinder Site:** The Bush Kinder site is at Landcox Park, Cnr Mavis Avenue and Milroy Street, Brighton East.

**Authorised nominee:** (In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form. An authorised nominee must be at least 18 years of age.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Inappropriate person:** A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

**Incident, Injury, Trauma and Illness Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of the child
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details must be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available on the ACECQA website.

**Medication record:** Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication if required (Regulation 92). A sample medication record is available on the ACECQA website.

**Serious incident:** A serious incident is defined in Regulation 12 as:

- The death of a child while being educated and cared for by the service

- Any incident involving an injury or trauma, or the illness of a child that requires or ought to have required:
  - Attention of a registered medical practitioner, or
  - Attendance at a hospital
 Examples include whooping cough, broken limb, anaphylaxis reaction
- Any incident requiring attendance by emergency services
- A circumstance where a child appears to be missing, is unaccounted for, has been removed from the service contrary to the Regulations, or has been locked in or out of the service premises.

The approved provider must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). The Notification of serious incident form (available on the ACECQA website) is to be completed and submitted online using the National Quality Agenda IT System (NQA ITS). Records are required to be retained for the periods specified in Regulation 183.

**Unauthorised person:** (in relation to this policy) is a person who is **not** a parent/guardian, family member, authorised nominee, emergency services or medical personnel, or a person who holds a current Working with Children Check card.

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Department of Education and Early Childhood Development (DEECD), Licensed Children's Services, phone 1300 307 415 or email [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au)
- Kindergarten policies
- Excursion & Regular Outing Policy
- Bush Kinder Delivery & Collection of Children Policy (Bush Kinder Specific)
- Bush Kinder Extreme Weather Policy (Bush Kinder Specific)
- Bush Kinder Emergency Evacuation (Bush Kinder Specific)
- Bush Kinder Snake and Spider Awareness Policy (Bush Kinder Specific)
- Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Occupational Health & Safety Policy
- Incident, Illness, Trauma & Illness Policy
- Clothing Policy
- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy
- Learning through Play Policy
- Learning Spaces Policy
- Child Safe Environment Policy

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Child Safe Environment Policy*
- *Dealing with Medical Conditions Policy*
- *Emergency and Evacuation Policy*
- *Enrolment and Orientation Policy*

- *Excursions and Service Events Policy*
- *Fees Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Privacy and Confidentiality Policy*
- *Supervision of Children Policy*

## **PROCEDURES**

### **General**

The Committee is responsible for:

- Providing parents with information regarding the procedures for delivery and collection of their children to and from Bush Kinder, and a summary of this policy prior to their child/ren's attendance at Bush Kinder.
- Ensuring that a copy of this policy is available on request and is easily accessible to parents and staff at all times.
- Ensuring that all parents are aware of this policy and are provided access to the policy at orientation sessions, in written Bush Kinder material and on the Wilson Street Kindergarten website, and made available upon request.
- Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

Staff are responsible for:

- Reading this policy and ensuring that the procedures detailed in this policy are carried out.
- Bringing relevant issues to the attention of the Committee.
- Reminding parents of the policy content as required.

Parents are responsible for:

- Reading and being familiar with the policy.
- Bringing relevant issues to the attention of both staff and committee.
- Supervising their children who are not enrolled at Bush Kinder, such as siblings of a child attending Bush Kinder.

### **Delivery**

Staff are responsible for:

- Ensuring the attendance sheet is located at the Bush Kinder site.
- Checking the clothing of children arriving at Bush Kinder (refer to Protective Clothing policy).
- Checking the attendance sheet after all children have arrived (approximately 20 minutes after the commencement of the session) and if required, completing entries. This includes checking that children who are signed in, are in attendance.
- Reminding parents or authorised persons who do not complete the attendance sheet, of the procedures for the delivery and collection of children from Bush Kinder.

- Ensure each child has a wrist band placed on their wrist upon arrival, which has the Bush Kinder mobile phone number on it.

Parents are responsible for:

- Adhering to the following delivery procedure:
  - Sign the child in using the attendance sheet and record the actual time of arrival.
  - Place child's bag/backpack with change of clothes (refer to Protective Clothing Policy) in nominated area.
  - Ensure the staff are aware your child is in attendance.

**Note:** If on arrival, Bush Kinder is not set up on site, this means that the session has been cancelled (for example, due to extreme forecast weather or staff absence. In this case, the kinder session will be held at home kinder, at 11 Wilson Street, Brighton).

## Collection

Staff are responsible for:

- Ensuring the attendance sheet is located at the Bush Kinder site.
- Notifying parents by broadcast SMS if the Bush Kinder session has been forced to change locations due to safety reasons (eg extreme weather) and advising them of the new location for collection, being home kinder at Wilson Street.
- Ensure each child removes the wrist band placed on their wrist upon arrival, which has the Bush Kinder mobile phone number on it, and is retained by staff.
- Checking the attendance sheet as soon as is practicable after all children have departed and, if required, staff will complete entries.
- Requesting parents or authorised persons wishing to speak with staff that they will need to wait until all of the children have departed.
- **Refer to main Delivery and Collection of Children Policy for full procedures relating to releasing children to authorised persons, in the event of an unauthorised person taking the child, and late collection & fees.**

Parents are responsible for:

- Adhering to the following collection procedure:
  - Sign the child out using the attendance sheet and record the actual time of collection.
  - Ensure the staff are aware you have collected your child.
  - Be responsible for the supervision of the child once signed out, while still at the Bush Kinder site.
  - Collect the child's belongings (bag, water, hat)
  - Remove child's waterproof clothing and place in dirty clothing bag (if applicable).
- Being mindful of minimising staff distraction until all of the children have departed.
- **Refer to main Delivery and Collection of Children Policy for full procedures relating to collection by authorised person, late collection & fees.**

## **During the session**

During a bush kinder session, the teachers may choose to take the children for a walk around the Landcox park area.

Staff are responsible for:

- Ensuring that all children are accounted for and safe at all times
- Ensuring that when near the lake area staff follow the Water Safety Policy
- In the event of an emergency the Bush Kinder Emergency Evacuation policy will still be followed with the nominated evacuation locations.

## **EVALUATION**

In order to assess whether the policy has achieved the values and purposes the Authorised Provider (committee) will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual parent survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

## **ATTACHMENTS**

Attachment 1: Bush Kinder Maps

## **AUTHORISATION**

Endorsed by the Wilson Street Kindergarten Committee of Management on 30<sup>th</sup> June 2017

## **REVIEW DATE**

This policy will be reviewed every two years and is next due for formal Committee review in term 2 2019, unless deemed necessary earlier.

# ATTACHMENT 1

Maps of Wilson Street Kindergarten Bush Kinder site – Landcox Park, East Brighton

