

WSK BUSH KINDER DELIVERY AND COLLECTION OF CHILDREN POLICY

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

VALUES

Wilson Street Kindergarten is committed to:

- the safety, health and wellbeing of the children at Bush Kinder
- ensuring all Wilson Street Kindergarten policies and procedures safeguard the safe delivery and collection of children being educated and cared for at Bush Kinder
- ensuring that service leaders, ECT's, educators and staff are provided with the necessary training and support to implement the policies and procedures for the delivery of children to, and collection from, the Bush Kinder location
- meeting its duty of care obligations under the law

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

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 email if the Bush Kinder session has been forced to change locations due to safety reasons (e.g. 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.



BACKGROUND AND LEGISLATION

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 they are on the service's premises even if they haven'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

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who is prohibited by a court/parenting 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. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

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
- Education and Care Services National Regulations 2011
- Family Law Act 1975 (Cth)
- National Quality Standard, Quality Area 2: Children’s Health and Safety

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

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 (*National Law: Section 171(3)*).

Unauthorised person: (in relation to this policy) is any person who has not been listed as an authorised nominee on the child’s enrolment form.



SOURCES AND RELATED POLICIES

SOURCES

- Australian Children’s Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- Department of Education and Training (DET) Licensed Children’s Services, phone 1300 307 415 or email licensed.childrens.services@edumail.vic.gov.au

RELATED POLICIES

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

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- Excursions and Service Events
- Fees
- Incident, Injury, Trauma and Illness
- Privacy and Confidentiality
- Road Safety and Safe Transport
- Supervision of Children

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

AUTHORISATION

This policy was adopted by the approved provider of Wilson Street Kindergarten on 15/02/2023.

REVIEW DATE: 15/02/2026

ATTACHMENTS

Attachment 1: Bush Kinder Maps

ATTACHMENT 1

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

Note: set up location may be moved out into the open when windy.

