

Safe arrival of children

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 2.2 Regulations: 102AAC, 102AAB	Leading and operating department preschool guidelines	ACECQA information sheet – <ul style="list-style-type: none"> ▪ Safe arrival of children [PDF 443 KB] ACECQA's policy and procedures guidelines – Safe arrival of children [PDF 306 KB]

Responsibilities

School principal	The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> ▪ the preschool is compliant with legislative standards related to this procedure at all times ▪ all staff involved in the preschool are familiar with and implement this procedure ▪ all procedures are current and reviewed as part of a continuous cycle of self- assessment. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include: <ul style="list-style-type: none"> ▪ analysing complaints, incidents or issues and the implications for updates to this procedure ▪ reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities ▪ planning and discussing ways to engage with families and communities, including how changes are communicated ▪ developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: <ul style="list-style-type: none"> ▪ all staff in the preschool and daily practices comply with this procedure ▪ this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers ▪ they are actively involved in the review of this procedure, as required, or at least annually ▪ details of this procedure's review are documented.

Procedure

Currently we have no children who are delivered to or collected from another children’s service. This procedure will be reviewed when a parent/carer informs us that another children’s service will be delivering a child to or collecting them from the preschool.

Record of procedure’s review

Date of review	5/2/2024
Who was involved	Preschool supervisor and educators
Key changes made and reason why	Updated to the new template and new preschool site and new staff.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.