

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

Contextual information	<ul style="list-style-type: none"> Two children, one in Goannas Wagul and one in Goannas Bula, are delivered and collected by separate 'educators'. One child, in Gynea Lilies Wagul, is delivered and collected by OOSH staff (before and after school care).
Communication	<ul style="list-style-type: none"> The parent/carer must inform the educators of these alternate arrangements. The parent/carer must complete a 'Collection of preschool children' form listing the names of the adults (over 18) that will be collecting their child. The 'Collection of preschool children' form includes contact details of those who will be delivering and collecting their child. It is the parent/carer's responsibility to inform the preschool about their child's non-attendance. The parent/carer can notify the educators regarding absences or other updates through ClassDojo private message, email to the school, phone call to the school to leave a message. This procedure is available on the website. It is also shared directly with families that this procedure relates to. Preschool educators can access this procedure on the website, through SharePoint and it is directly emailed. The 'Collection of preschool children' form is in the casual folder so that relieving/casual staff are aware.
Arrival	<ul style="list-style-type: none"> The 'educator'/before and after school care provider is responsible for the child's wellbeing while they transition to and from the service. The 'educator'/before and after school care provider brings the child onto the school grounds and once the preschool is open (9:00am) they bring the child into their classroom, help them to unpack and sign them in. For children who take ongoing medication as per their action plan a 'Medication record' form is completed by the person delivering the child. If this is a short term medication, that the preschool educators have no knowledge of, either the person delivering the child has directions in writing from the parent/carer or one of the preschool educators contacts the family to confirm.
Departure	<ul style="list-style-type: none"> The 'educator'/before and after school care provider signs the child out of preschool and from that point takes responsibility of that child. If the preschool educators are unfamiliar with the person collecting the child, they must provide a photo ID and they must be listed on the 'Collection of preschool children' form.
Written parent authorisation	<ul style="list-style-type: none"> Once a parent/carer has stated that an 'educator'/before and after school care provider will delivering and/or collecting their child, they are required to complete a 'Collection of preschool children' form, including the person's full name, contact number and who they are. This authorisation is kept in the casual folder so that it is easily accessible by all staff.
If the child is missing or cannot be accounted for	<ul style="list-style-type: none"> If the child has not arrived from the service, and the school has not been notified of an absence, an educator will contact the service for more information. If the service cannot be contacted, then the family is called. If the child cannot be safely accounted for the delegated supervisor is contacted. Actions can include a call to the police for a wellbeing check. While on school grounds, if the child is missing or cannot be accounted for the preschool will be thoroughly searched. If the child is not found the

main office is contacted so that additional staff can join the search. The family is contacted to inform them. The police may need to be called.

- If the 'educator'/before and after school care provider does not arrive as expected they are contacted by phone. If they cannot be reached then the family will be contacted.

Record of procedure's review

Date of review	24/2/2025
Who was involved	Preschool supervisor
Key changes made and reason why	This year we have three children who are collected by 'educators' or our service providers.
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.

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.