


<b>Policy Title:</b>	<b>Early Years Policy - Delivery and collection of children</b>		
<b>Date of Adoption:</b>	10 April 2013		
<b>Adoption Method:</b>	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Other - Executive
<b>Acting CEO Signature:</b>			<b>Date:</b> 6 October 2020
<b>Responsible Officer and Unit:</b>	Coordinator Early Years Services, Early Years Unit		
<b>Nominated Review Period:</b>	<input type="checkbox"/> Annually	<input checked="" type="checkbox"/> Other - 3 years	
<b>Last Review Date:</b>	October 2020		
<b>Next Review Date:</b>	September 2023		
<b>Purpose/Objective:</b>	This policy defines responsibilities to ensure the safe delivery and collection of children attending Macedon Ranges Shire Council's Early Years Services.		
<b>Background/Reasons for Policy:</b>	<p>A duty of care exists at all times a child is attending an education and care 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 has not 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 (<i>refer to Early Years Policy - Supervision of children</i>).</p> <p>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 (<i>refer to Early Years Policies - Incident, injury, trauma and illness, and Emergency and evacuation</i>) and for excursions (<i>refer to Early Years Policy - Excursions and Service events</i>).</p>		
<b>Definitions:</b>	<p><b>Attendance record:</b> 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 (<i>Regulation 158(1)</i>).</p> <p><b>Authorised nominee:</b> 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.</p>		

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	8/11/15	D.Earp
Second Draft	2	02/07/2020	A O'Sullivan
Final Draft	3	10/2020	J Laurent Goeman
Approval		10/2020	Executive Meeting

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. Macedon Ranges Shire Council recommends a minimum age of 16 years is appropriate.

**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.

**Family member:** in relation to a child, means:

- a) a parent, grandparent, brother, sister, uncle, aunt or cousin of the child, whether of the whole blood or half-blood, and whether that relationship arises by marriage (including a de facto relationship), by adoption or otherwise, or
- b) a relative of the child according to Aboriginal or Torres Strait Islander tradition, or
- c) a person with whom the child resides in a family-like relationship, or
- d) a person who is recognised in the child's community as having a familial role in respect of the child.

**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*).

**Serious incident:** a serious incident (*Regulation 12*) is defined as any of the following

	<ul style="list-style-type: none"> <li>• the death of a child while being educated and cared for at the service or following an incident at the service</li> <li>• any incident involving serious injury or trauma while the child is being educated and cared for, which <ul style="list-style-type: none"> <li>– a reasonable person would consider required urgent medical attention from a registered medical practitioner; or</li> <li>– the child attended or ought reasonably to have attended a hospital e.g. a broken limb*</li> </ul> </li> <li>• any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis*.</li> </ul> <p><b>*NOTE:</b> In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma is required to be notified, not other health matters.</p> <ul style="list-style-type: none"> <li>• any emergency^ for which emergency services attended</li> </ul> <p><b>^NOTE:</b> This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution.</p> <ul style="list-style-type: none"> <li>• a child appears to be missing or cannot be accounted for at the service</li> <li>• a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations</li> <li>• a child was mistakenly locked in or out of the service premises or any part of the premises.</li> </ul> <p>Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.</p> <p>If the approved provider is not aware that the incident was serious until sometime after the incident, they must notify the Regulatory Authority within 24 hours of becoming aware that the incident was serious.</p> <p>Notifications of serious incidents should be made through the NQA IT System portal (<a href="http://www.acecqa.gov.au">HTTP://WWW.ACECQA.GOV.AU</a>). If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.</p> <p><b>Unauthorised person:</b> 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.</p>
<p><b>References:</b></p>	<ul style="list-style-type: none"> <li>• Australian Children’s Education and Care Quality Authority (ACECQA): <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></li> <li>• Department of Education and Training (DET), Licensed Children’s Services, phone 1300 307 415 email <a href="mailto:licensed.childrens.services@edumail.vic.gov.au">licensed.childrens.services@edumail.vic.gov.au</a></li> </ul>
<p><b>Related Policies:</b></p>	<ul style="list-style-type: none"> <li>• <i>Early Years Policy - Child Safe environment</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Early Years Policy - Acceptance and refusal of authorisation for a child to leave the Service</i></li> <li>• <i>Early Years Policy - Managing medical conditions</i></li> <li>• <i>Early Years Policy - Emergency and evacuation</i></li> <li>• <i>Early Years Policy - Enrolment and fees</i></li> <li>• <i>Early Years Policy - Enrolment and orientation</i></li> <li>• <i>Early Years Policy - Excursions and Service events</i></li> <li>• <i>Early Years Policy - Incident, injury, trauma and Illness</i></li> <li>• <i>Early Years Policy - Road safety and safe transport</i></li> <li>• <i>Early Years Policy - Supervision of children</i></li> <li>• <i>Privacy Policy</i></li> </ul>
<p><b>Related Legislation:</b></p>	<ul style="list-style-type: none"> <li>• <i>Children, Youth and Families Act 2005 (Vic)</i></li> <li>• <i>Education and Care Services National Law Act 2010: Sections 167, 170</i></li> <li>• <i>Education and Care Services National Regulations 2011: Regulations 99, 168(2)(f)</i></li> <li>• <i>Family Law Act 1975 (Cth)</i></li> <li>• <i>National Quality Standard, Quality Area 2: Children’s Health and Safety</i> <ul style="list-style-type: none"> <li>– Standard 2.3: Each child is protected</li> </ul> </li> </ul>

## **DELIVERY AND COLLECTION OF CHILDREN POLICY AND PROCEDURE**

---

### **Mandatory – Quality Area 2**

#### **SCOPE**

This policy and procedure applies to the staff, contractors, students on placement at kindergartens, volunteers, parents/guardians, children and others attending the programs and activities of the Macedon Ranges Shire Council's Early Years Services.

#### **RESPONSIBILITIES**

- **The Approved Provider and Persons with Management or Control are responsible for:**
- ensuring parents/guardians have completed the authorised nominee (refer to Definitions) section of their child's enrolment form, and that the form is signed and dated (refer to *Early Years Policy - Enrolment and fees*)
- providing an attendance record (refer to *Definitions*) that meets the requirements of *Regulation 158(1)* and is signed by the parent/guardian or authorised nominee on delivery and collection of their child from the Service every day
- ensuring a child is not taken outside the Service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee (refer to *Early Years Policy - Excursions and Service events*)
- ensuring authorisation procedures are in place for excursions and other service events (refer to *Early Years Policy - Excursions and Service events*)
- ensuring a child does not leave the Service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these (refer to Attachment 2 – Authorisation Form) or in the case of a medical or other emergency (*Regulation 99*) (refer to *Early Years Policies - Acceptance and refusal of authorisation for a child to leave the Service, Managing medical conditions, Incident, injury trauma and illness, and Child Safe environment*)
- ensuring procedures exist where a child is given into the care of another person, such as for a medical or other emergency (refer to *Early Years Policies - Emergency and evacuation, and Incident, injury, trauma and illness*)
- ensuring procedures exist where a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child (refer to Attachment 1 – Authorisation procedures)
- ensuring parents/guardians or authorised nominees are contacted in the event that an unauthorised person arrives to collect a child from the Service, and that appropriate procedures are followed (refer to Attachment 1 – Authorisation procedures)
- ensuring procedures exist where an inappropriate person (refer to *Definitions*) attempts to collect a child from the service (refer to Attachment 3 – Procedures to ensure the safe collection of children)
- keeping a written record of all visitors to the service, including time of arrival and departure
- ensuring procedures are in place for the care of a child who has not been collected from the service on time (refer to Attachment 4 – Procedures for the late collection of children)
- ensuring the educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of *Regulations 123 and 360*

- notifying DET in writing within 24 hours, and the parents as soon as is practicable, in the event of a serious incident (refer to *Definitions*), including when a child has left the service unattended by an adult or with an unauthorised person (*Regulations 12, 86, 176*)
- providing parents/guardians with information regarding procedures for delivery and collection of children prior to their child's commencement at the service
- ensuring staff comply with the *Early Years Policy - Road safety and safe transport*
- encouraging parents/guardians to comply with the *Early Years Policy - Road safety and safe transport*

**The Nominated Supervisor and Teachers are responsible for:**

- ensuring a child does not leave the Service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these (refer to Attachment 2 – Authorisation Form), or in the case of a medical or other emergency or an excursion (Regulation 99) (refer to *Early Years Policies - Acceptance and refusal of authorisation for a child to leave the Service, Managing medical conditions, Incident, injury, trauma and illness, and Child Safe environment*)
- ensuring a child is not taken outside the Service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee (refer to *Early Years Policy - Excursions and Service events*)
- ensuring that educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of *Regulations 123 and 360*
- ensuring children are adequately supervised at all times (refer to *Early Years Policy - Supervision of children*)
- ensuring educators and staff comply with the *Early Years Policy - Road safety and safe transport*
- encouraging parents/guardians to comply with the *Early Years Policy - Road safety and safe transport*
- following the authorisation procedures listed in Attachment 1
- following the procedures to ensure the safe collection of children (refer to Attachment 3 – Procedures to ensure the safe collection of children)
- following the procedures for late collection of children (refer to Attachment 4 – Procedures for the late collection of children)

**All staff are responsible for:**

- ensuring the attendance record is signed by the parent/guardian, authorised nominee, Nominated Supervisor or an educator, detailing the child's time of arrival and departure from the service (*Regulation 158(1)*)
- developing safety procedures for the mass arrival and departure of children from the Service
- refusing to allow a child to depart from the service with a person who is not the parent/guardian or authorised nominee, or where there is not written authorisation of one of these (refer to Attachment 2 – Authorisation Form) (*Refer also to Early Years Policy - Acceptance and refusal of authorisation for a child to leave the Service*)
- following and implementing the authorisation procedures outlined in Attachment 1 in the event that a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child
- following the authorisation procedures (Attachment 1) and contacting the parents/guardians or authorised nominees if an unauthorised person arrives to collect a child from the Service

- following procedures in the event that an inappropriate person (refer to *Definitions*) attempts to collect a child from the service (refer to Attachment 3 – Procedures to ensure the safe collection of children)
- informing the Approved Provider as soon as is practicable, but within 24 hours, if a child has left the service unattended by an adult or with an unauthorised person (refer to *Definitions*)
- following procedures for the late collection of children (refer to Attachment 4 – Procedures for the late collection of children)
- maintaining educator-to-child ratios at all times children are in attendance at the service (including when children are collected late from the service)
- ensuring the entry/exit doors and gates are kept closed during program hours
- displaying a current list of telephone numbers of the Approved Provider, DET, Child FIRST, DHHS Child Protection Service and the local police station
- compliance with the *Early Years Policy - Road safety and safe transport*

**Parents/guardians are responsible for:**

- completing and signing the authorised nominee section of their child's enrolment form before their child attends the service
- signing and dating permission forms for excursions
- signing the attendance record as their child arrives at and departs from the service
- ensuring educators are aware that their child has arrived at/been collected from the service
- collecting their child on time at the end of each session/day
- alerting educators if they are likely to be late collecting their child
- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record (refer to *Definitions*)
- supervising their own child before signing them into the program and after they have signed them out of the program
- supervising other children in their care, including siblings, while attending or assisting at the service
- familiarising themselves with the *Early Years Policy - Road safety and safe transport*
- **Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

**EVALUATION**

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

- regularly seek feedback regarding policy 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
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## **ATTACHMENTS**

Attachment 1: Authorisation procedures

Attachment 2: Authorisation Form

Attachment 3: Procedures to ensure the safe collection of children

Attachment 4: Procedures for the late collection of children



## **ATTACHMENT 1**

### **Authorisation procedures**

**These procedures are to be followed when a child is collected by an unauthorised person, including where a parent/guardian or authorised nominee telephones the service to notify that such a person will be collecting their child.**

#### **The Nominated Supervisor will:**

1. request the parent/guardian or authorised nominee email the authorisation if it is possible to do so, detailing the name, address and telephone number of the person who will be collecting the child
2. accept a verbal authorisation if it is not possible for the parent/guardian or authorised nominee to provide authorisation via email, provided the following procedure is followed:
  - 2.1 all details of the person collecting the child, including the name, address and telephone number of the person must be obtained
  - 2.2 the verbal authorisation is documented and stored with the child's enrolment record for follow-up
  - 2.3 photo identification is obtained to confirm the person's identity on arrival at the service
  - 2.4 ensure that parents/guardians or authorised nominees follow up a verbal authorisation by completing an Authorisation Form (Attachment 2) when next at the service, or by adding details of the new authorised nominee to the child's enrolment form
3. ensure email authorisation is stored with the child's enrolment record
4. ensure the attendance record is completed prior to child leaving the service
5. refuse to release a child where authorisation is not/cannot be provided by the parent/guardian or authorised nominee
6. contact police if the safety of the child or service staff is threatened
7. implement late collection procedures (refer to Attachment 4) if required
8. notify the Coordinator Early Years Services in the event that written authorisation is not provided for further follow-up

**ATTACHMENT 2**  
**Authorisation Form**

To be used as a follow-up to a verbal/email authorisation when the parent/guardian or authorised nominee is next at the service

I \_\_\_\_\_ authorised by telephone/email (please circle)

for my child/ren (write name/s) \_\_\_\_\_ to  
be

collected from \_\_\_\_\_ on Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

This was a one-off occasion and this person is not to be included on my child's enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: \_\_\_\_\_ (Parent/guardian or authorised nominee)

Date: \_\_\_\_\_

This form will be attached to the child's enrolment form.

---

**1. Authorisation form**

To be used where the parent/guardian or authorised nominee is able to provide prior written authorisation

I \_\_\_\_\_ authorise

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

to collect my child/ren (write name/s) \_\_\_\_\_

from \_\_\_\_\_ on Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ .

This will be a one-off occasion and this person is not to be included on my child's enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: \_\_\_\_\_ (Parent/guardian or authorised nominee)

Date: \_\_\_\_\_

This form will be attached to the child's enrolment form.

### **ATTACHMENT 3**

#### **Procedures to ensure the safe collection of children**

Early Years professionals have a duty of care not to endanger children at the service by knowingly placing them in a situation that could reasonably be expected to be dangerous, including releasing a child into the care of an inappropriate person (refer to *Definitions*).

Where an educator believes that the parents/guardians or authorised nominee may be ill, affected by alcohol or drugs, or not able to safely care for the child, the following procedures must be followed.

- Consult with the Nominated Supervisor of the service or the Approved Provider being the Coordinator Early Years Services, if possible
- Advise the person collecting the child of their concerns and suggest contacting an alternative authorised nominee to collect the child
- If the Nominated Supervisor of the service or the Approved Provider being the Coordinator, Early Years Services fears for the safety of the child, themselves or other service staff at any time, contact the police immediately
- Complete the *Incident, Injury, Trauma and Illness Record* and file with the child's enrolment form
- Inform the Approved Provider being the Coordinator Early Years Services as soon as is practicable, and at least within 24 hours of the incident
- Inform the Regulatory Authority (DET) within 24 hours of a serious incident occurring (refer to *Definitions*)

## **ATTACHMENT 4**

### **Procedures for the late collection of children**

#### **Scenario 1: The service has been notified of the late collection**

Where a parent/guardian or authorised nominee **has** notified the service that they will be late collecting their child, the Nominated Supervisor is responsible for:

- ensuring the educator-to-child ratios are maintained at all times children are in attendance at the Service
- contacting parents/guardians or the authorised nominee if the child has not been collected by the agreed time, and informing the Approved Provider - Coordinator Early Years Services of the situation
- following the steps listed in scenario 3 (below) if parents/guardians or the authorised nominee do not arrive to collect the child and cannot be contacted

#### **Scenario 2: The service has *not* been notified of the late collection**

Where a parent/guardian or authorised nominee is late collecting their child and has ***not*** notified the service that they will be late, the Nominated Supervisor is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the Service
- contacting parents/guardians or the authorised nominee to request collection
- informing the Approved Provider - Coordinator Early Years Services of the situation
- following the steps listed in scenario 3 (below) if the parents/guardians or authorised nominee cannot be contacted

#### **Scenario 3: The child has not been collected and a parent/guardian/authorised nominee is unable to be contacted within 30 minutes after end of session**

Where the parent/guardian or authorised nominee is late collecting their child and is **unable to be contacted**, the Nominated Supervisor is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the Service
- contacting the Coordinator Early Years Services who will contact DET
- contacting Child FIRST (or the local police if applicable) if a child has not been collected within 30 minutes after the session has ended and not contact has been made with the parent or other authorised nominee

#### **Scenario 4: The child has been collected late on multiple occasions**

- If a family is collecting their child late on repeated occasions the Approved Provider - Coordinator Early Years Services may organise a meeting with the parent/guardian to discuss further.