

BERMAGUI PRESCHOOL



1.03 Safe Arrival and Departure

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: October 2025

Review Date: October 2028

Introduction

The safe arrival and departure of children at Bermagui Preschool is a shared responsibility between staff and families. This procedure outlines the steps taken by both parties to ensure children are safely received and collected each day, while also completing the required statutory documentation. Implementing practical and safe approaches supports a smooth transition between home and the preschool, ensures accurate records for Child Care Subsidy purposes in long day care services, and confirms children's presence or absence. By following these procedures, Bermagui Preschool ensures that each child's care, custody, and safety are maintained at all times during arrival and departure.

Goals

The education and care setting will:

- Ensure the safe and documented arrival and departure of children at the education and care setting by families and authorised nominees
- Support children in settling into the service each day and experience quality education and care through continuity of educators, positive interactions within the community of the service
- Supervision of children during arrival/departure at gate, entry/exits and handovers.
- Ensure written authorisation from families for those who may collect children.
- Transitions between this preschool service and other educational/early childhood services (if relevant).

Attendance Records

- A record of attendance is maintained at the centre and includes:
 - Full name of each child attending.
 - Arrival and departure times.
 - Name of the person delivering and collecting the child, or the nominated supervisor/educator.
- Children will leave the centre only with:
 - Parents/guardians.
 - Authorised nominees or delegates (e.g., for excursions or medical care).
 - Identification checks and written authorisation are required.
 - Children are **not released to anyone prohibited by court order**.
- Risk assessments are conducted at least annually and whenever changes may affect safe arrival/departure (e.g., staffing changes). Records of risk assessments are maintained.

Roles and Responsibilities

Responsible Person / Nominated Supervisor

- Review the electronic sign-in page throughout the day. If a child is not signed in/out, staff will complete the record or mark the child as absent; families will verify upon next arrival.
- Ensure two staff verify all children have been signed out. If a child is unaccounted for, all areas are checked.
- Request a signed "Authority to Release" form before releasing a child to anyone not listed on the enrolment form. Verbal authorisations must be documented.
- Allow a child to leave only with an authorised person deemed capable of appropriately caring for the child.

Educators / Staff

- Greet families and inquire about the child's needs for the day.
- Support children with separation, participation in activities, and transitions.
- Communicate with families at departure, including routine changes, accidents, or medication needs.
- Set up familiar environments for children and discuss changes with children and families to promote security.

Families / Authorised Nominees

- Sign children in and out electronically on arrival and departure.
- Remain responsible for their child while on premises.
- Communicate changes in routine, collection arrangements, or medication needs in advance.
- Provide written or verbal authorisation for any person not listed on the enrolment form.

Arrival and Departure Procedures**Electronic Sign-In**

- Parents/guardians or authorised persons must accompany children and sign them in/out electronically.
- The electronic record logs drop-off/collection times and the responsible person's identity.

Authorised Persons

- Only parents/guardians and authorised persons listed on enrolment forms may collect a child.
- If a person is not authorised, the child will not be released unless verified by the Director.
- Custody disputes are managed according to the Enrolment Policy.

Variations to Attendance

- Families should book at least 24 hours in advance for changes in collection arrangements.
- Staff may require identification for anyone collecting a child.

Late Collection

- Notify staff if running late.
- Program hours: 8:15am – 3:45pm. Late fee: \$35 plus \$1 per minute.
- Children not collected by 4:00pm: Police and Early Childhood Directorate will be notified.

Strategies for Safe Arrival and Departure**Clear Policies**

- Maintain comprehensive policies covering responsibilities, authorised nominees, procedures for non-collection, and communication protocols.
- Obtain written authorisation for anyone collecting children.

Supervision & Staffing

- Ensure sufficient staffing during peak arrival/departure times.
- Assign staff to monitor gates, doors, paths, and parking zones.
- Train staff in responsibilities, names of children, and authorised collectors.

Physical Environment Safety

- Maintain safe, well-lit, non-slip, obstruction-free pathways.
- Secure gates, fences, and designated drop-off/pick-up zones.
- Provide suitable waiting areas and supervision at peak times.

Transport / Handover Procedures

- Designated drop-off/pick-up zones with clear signage, speed limits, and pedestrian paths.
- Ensure all transport complies with safety laws; written authorisation required.

Communication with Families & Other Services

- Provide families with policies, updates, and authorisation requirements.
- Staff to verify enrolment records, check ID, and maintain clear procedures for refusal if necessary.
- Maintain accurate, up-to-date contact information.

Child-Centred Considerations

- Consider developmental stages, individual needs, and separation anxiety.
- Provide orientation visits for new children/families.
- Review individual family plans for children with additional needs.

Procedures if Things Go Wrong

- Child not arriving/collected: contact family, keep child safe, log incident.
- Unauthorised collection: refuse, contact family, record event.
- Delays: families to notify; staff to supervise remaining children; incident reporting as required.
- Abduction/missing child: contact police and family immediately; follow official advice.

Responsibilities

Approved Provider / Management

The approved provider or management team ensures that policies are in place and regularly reviewed, conducts risk assessments, allocates necessary resources, and maintains a safe physical environment for arrivals and departures.

Nominated Supervisor

The nominated supervisor oversees daily operations, ensures staff are trained in safe arrival and departure procedures, ensures policies are followed consistently, and leads reviews of any incidents related to arrival and departure.

Educators / Staff

Educators and staff are responsible for supervising children during arrival and departure, verifying the identity of authorised collectors, documenting all sign-in and sign-out details accurately, and communicating effectively with families about any changes or concerns.

Families / Authorised Nominees

Families and authorised nominees are responsible for signing children in and out of the service, providing accurate and up-to-date information, notifying staff of any changes to collection arrangements, and providing written or verbal authorisation for any person not listed on the enrolment form.

Monitoring & Review

- **Policy:** Reviewed every three years or sooner if incidents, staffing changes, premises changes, or regulatory updates occur.
- **Risk Assessment:** Reviewed annually and whenever there are changes that might affect safe arrival or departure.
- Collect feedback from staff and families to inform improvements.

Legislative & Regulatory Basis

- **Education and Care Services National Regulations 2011**
 - Regulation 99 – Children leaving the premises.
 - Regulation 102AAB – Safe arrival and departure policies and procedures.
 - Regulation 102AAC – Risk assessment for safe arrival and departure procedures.
 - Regulation 168 – Maintenance of policies and procedures.
- **Education and Care Services National Law**
 - Ensures the safety, health, supervision, and protection of children from harm.
- **National Quality Standard (NQS)**
 - QA2 – Children’s Health & Safety: Safe environments and supervision.
 - QA6 – Collaborative Partnerships with Families & Communities: Supporting transitions and communication.
- **ACECQA Guidance**
 - Safe arrival, departure, and supervision of children.

Relevant Documentation

- 5.06 Environment Awareness Policy
- 7.17 Authority to Collect Child Form

Version History

V1.0 – First Published: Pre-2025

V2.0 – Reviewed: 23/10/2025

Updated to:

- Strengthen safe arrival and departure procedures in line with regulatory requirements
- Include detailed risk assessment and supervision strategies
- Clarify roles and responsibilities of staff, families, and management
- Enhance processes for authorised collection, late collection, and non-collection of children
- Improve alignment with National Regulations and Child Safe Standards