



Delivery of children to, and collection from the Pre-School premises

Quality Area 2: Children's Health and Safety

Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010
Education and Care Services National Regulations 2011: Section 165, 167, 170
Regulations 86, 87, 99-102, 122, 123, 157, 158-161, 168-172
National Quality Standard for Early Childhood Education and Care: Elements 2.2.2, 2.2.3

Aim / Rationale

Yass Montessori Pre-School is committed to the safe delivery of children to, and collection from, our Pre-School.

To promote the safety of children at arrival and departure times by encouraging adults to implement appropriate road safety practices that minimise the risk to children of death or injury.

It is the responsibility of staff and families to ensure the safe arrival and departure of children at the Pre-School and the completion of statutory documentation. Practical safe approaches will promote a smooth transition between home and the Pre-School; assure the completion of the required records that confirms the children's presence or absence from the Pre-School.

To comply with the Education and Care Services National Regulations, we must ensure that all children are collected from the Pre-School at the end of session before 4pm.

Policy Goals

- ✧ The Education and Care Services National Regulations require approved providers to ensure their Pre-Schools have policies and procedures in place in relation to the delivery of children to, and collection from, the Pre-School premises.
- ✧ Children's safety and wellbeing is of primary importance, and approved providers and the Pre-School must ensure that appropriate measures are in place to protect children from any harm or hazard, including providing adequate supervision and preventing the entry of unauthorised persons.
- ✧ The transition of children to, and away from, the Pre-School requires particular attention, particularly given how busy it can be at certain times and the number of people coming and going. Safeguarding children during their delivery to, and collection from, the Pre-School premises can be enabled by the creation of

policies and procedures and an effective process for their implementation.

- ✧ Ensure the safe and documented arrival and departure of children.
- ✧ Support children in settling into the Pre-School each day and experience quality education and care through continuity of educators, positive interactions within the community of the Pre-School.
- ✧ Provide families with up to date information on road safety to encourage them to make informed decisions about their children's safety.

Strategies / Procedures: What will we do?

A record of attendance, kept at the centre, includes full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator.

The Approved Provider will:

- ✧ Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- ✧ Ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158).
- ✧ Ensure the appropriate risk assessments are completed and all relevant actions are undertaken in relation to the period during which children are travelling between the education and care service and any other service which provides education or care to children.
- ✧ Ensure systems are in place so that children only leave the Pre-School premises:
 - if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee.
 - in accordance with the written authorisation of the child's parent or authorised nominee.
 - if they are taken on an excursion or on transportation provided or arranged by the Pre-School, with written authorisation from the parent or authorised nominee.
 - if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99).
- ✧ Ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families.
- ✧ Ensure all supervision requirements are met during delivery of children to, and collection from, the

Pre-School premises, including relevant educator to child ratios (regulations 122 and 123)

- ✧ Should any incidents occur relating to the delivery of children to, or collection from, the Pre-School premises (e.g. a child being released to someone other than family or an authorised nominee), ensure that the response meets all regulatory requirements, including implementing your WHS Incident, Injury, Trauma and Illness policy and procedures (regulations 86 and 87).

The Nominated Supervisor / Responsible Person will:

- ✧ implement the Delivery of children to, and collection from, Pre-School premises policy and procedures
- ✧ ensure that an attendance record is kept with: each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158)
- ✧ implement systems so that children only leave the Pre-School premises: »
 - if they are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee
 - in accordance with the written authorisation of the child's parent or authorised nominee » if they are taken on an excursion or on transportation provided or arranged by the Pre-School, with written authorisation from the parent or authorised nominee
 - if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99)
 - ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families
- ✧ ensure all supervision requirements are met during delivery of children to, and collection from, the Pre-School premises, including relevant educator to child ratios (regulations 122 and 123)
- ✧ communicate any changes to children's delivery and collection arrangements to educators, staff and families
- ✧ should any incidents occur relating to the delivery of children to, or collection from, the Pre-School premises (e.g. a child being released to someone other than parents or an authorised nominee), ensure that the response meets all regulatory requirements, including implementing your WHS Incident, Injury, Trauma and Illness policy and procedures (regulations 86 and 87).

Educators will:

- ✧ must be aware of and follow the Delivery of children to, and collection from, Pre-School premises policy and procedures
- ✧ ensure that the attendance record is completed when children arrive and leave, including: each child's name; the date and time they arrive and depart; and the signature of the person who delivers/collects the child, a nominated supervisor or educator
- ✧ ensure that, when leaving the Pre-School, children are:
 - given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee
 - given into the care of a person in accordance with the written authorisation of the child's

parent or authorised nominee

- ✧ meet the supervision requirements during the delivery of children to, and collection from, the Pre-School premises, including relevant educator to child ratios
- ✧ be aware of the requirements should any incidents occur.

Families will:

- ✧ be aware of the Delivery of children to, and collection from, Pre-School premises policy and procedures
- ✧ provide authorisations in their child's enrolment form and ensure the information is kept up to date
- ✧ complete the attendance record when their child arrives and leaves, including: their child's name; the date and time they arrive and depart; and their signature
- ✧ provide written authorisation should they require a person (other than the people listed in the enrolment record) to collect their child from the Pre-School
- ✧ Be encouraged to follow the legislation and guidelines listed below when they are dropping off and picking up children from the Pre-School and in general when they are travelling with children:
 - Children must travel in the most appropriate restraint for their age and size.
 - Babies under 6 months of age must travel in a rearward-facing child restraint.
 - From 4 to 7 years children must travel in either a forward-facing restraint child restraint or booster seat.
 - Where there are two or more rows of seats children under four cannot use the front seat. Children between four and seven years can only occupy the front seat if all the back seats are occupied by children under seven years of age.
 - Use the 'Safety Door', the rear kerbside door of the vehicle, to get children in and out as this is usually the door away from the traffic.
 - Never leave children alone in the car regardless of their age. This practice is dangerous and also illegal under child protection legislation. Staff of the Pre-School must make a report to the New South Wales Department of Human Services—Community Services if a child is at risk of significant harm under child protection legislation.
 - Always ensure that children hold an adult's hand whenever they are coming from or going to the Pre-School regardless of whether there are any vehicles around. If children are consistently encouraged to hold an adult's hand, there is a greater chance that they will do so willingly and happily. If a hand is not available have children hold onto your bag, clothing, or a pram. Maintaining physical contact with children is the best way to keep them safe as pedestrians.

Late collection of children:

- ✧ Families are to collect their children from the Pre-School by 4pm. If families are unable to collect children by 4pm they must telephone the Pre-School prior to 4pm to inform that they will be late to collect their child.
- ✧ Families are advised that if your child is not picked up before 4pm a late fee of \$50.00 will be charged and an invoice will be sent to families.
- ✧ The late collection fee will be at the Director's discretion.

Key terms

ACECQA – Australian Children’s Education and Care Quality Authority

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and Pre-Schools to support the sector to improve outcomes for children. acecqa.gov.au

Authorised nominee

A person who has been given permission by a parent or family member to collect the child from the Pre-School. National Law (Section 170)

Authorised person

- a. a person who holds a current WWCC [working with children check, or equivalent]; or
- b. a parent or family member of a child who is being educated and cared for by the Pre-School; or
- c. an authorised nominee of a parent or family member of a child who is being educated and cared for by the Pre-School; or
- d. in the case of an emergency, medical personnel or emergency service personnel; or
- e. a person who is permitted under the jurisdictional working with children law to remain at the Pre-School without holding a WWCC [working with children check, or equivalent]. National Law (Section 170)

Parent

In relation to a child, includes:

- a. A guardian of the child; and
- b. A person who has parental responsibility for the child under a decision or order of a court.

For regulation 99, ‘parent’ does not include a parent who is prohibited from having contact with the child. National Law (Definitions)

Sources and References

ACECQA – Guide to the National Quality Framework

Kids and Traffic Early Childhood Road Safety Education Program – www.kidsandtraffic.mq.edu.au

Links to other policies

Enrolment

Fees

WHS Incident, Injury, Trauma & Illness

Acceptance and Refusal of

Child Protection

Child Safe Environment

Road Safety

Excursions

Authorisations

**Forms and
procedures**

Enrolment

Authority to pick up

Policy Reviewed	Modifications	Next Review Date
2011	Developed	2015
Mar 2015	Minor changes to opening / closing times	2017
October 2019	Reviewed	October 2021
June 2023	Late fee amended	June 2025
August 2023	Changes to the NQF <ul style="list-style-type: none">- <i>to improve the safety and wellbeing of children</i>- <i>rewording of policy</i>- <i>include risk minimisation</i>	August 2025 or when procedure, practice, or legislation changes