



Arrival and dismissal of children procedure

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety, and wellbeing.

Purpose

This procedure details how we will meet our commitment to ensuring the safety and wellbeing of children who arrive and depart from our site.

This procedure addresses the requirements in regulation 168 of the Education and Care Services National Regulations (National Regulations) for education and care services to have policies and procedures in place for the safe arrival and departure of children.

A copy of this guidance is kept in our staff drive, the policy and procedure folder and on the site website.

Detail

Children's safety and wellbeing is of primary importance, and appropriate measures must be in place to protect children from harm or hazard, including during the time children are being dropped off or picked up at our site. This transition period requires particular attention, given how busy it can be at certain times and the number of people coming and going.

Entering and exiting the premises

To ensure that each child is accounted for when entering and exiting the premise,

- Educators will ensure that a parent/authorised person signs the daily site attendance record at the point of delivery and collection for each child.
- Educators will closely supervise all children during arrival and dismissal.
- Educators will ensure that a child is dismissed to families/ authorised emergency contacts only as per child's enrolment policy. Staff will ask for proof of ID (driver's license or passport) from new authorised emergency contacts that they are not familiar with. Families will need to email staff if they are unable to drop off or pick up their child with the name of the authorised person. This is then recorded in the staff diary.
- All children and families must enter and exit the kindergarten via the eastern gate (the gate closest to the staff car park) when arriving between 8:00am and 9:00am, and when departing between 3:00pm and 3:45pm.
- The Gate is locked between 9:00am and 3:00pm
- Children arriving after 9:00am or departing before 3:00pm must be dropped off

and collected via the front door entrance. Families are required to ring the doorbell upon arrival. Families are reminded that staff's first priority is the supervision and safety of children currently signed in onsite, and there may be a short delay before the door is answered.

- Alternative drop-off and collection arrangements may be approved in special circumstances. These arrangements must be discussed and agreed upon in advance between the Director, staff, and the child's parent/caregiver. Approved families may be permitted to use the front door entrance or another designated entry point as negotiated with staff.
- If the eastern gate is temporarily unavailable or causing safety or access concerns, families are to use the front door entrance. A notice will be displayed at the gate to communicate this arrangement to families. A text message to communicate this to families will also be sent.
- When entering or exiting via the front door entrance, staff and families must ensure that both the screen door and the main front door are securely closed and locked after use
- The nominated outdoor educator is responsible for supervising children entering and exiting through the gate and ensuring all children are signed in and out correctly.
- The nominated outdoor educator will ensure the gate is securely latched at all times, and locked at 9:00am, and reopened at 3:00pm.
- The nominated indoor educator is responsible for supervising children entering and exiting through the front door.
- Educators must ensure that a parent, caregiver, or authorised nominee signs each child in and out upon arrival and departure.
- Staff are to maintain close supervision of all children and ensure educator-to-child ratios are met at all times.
- If educators identify challenges within the learning environment that may impact supervision or safety, they must reposition themselves appropriately to ensure the highest level of safety and supervision for all children.

Supervision of children

Supervision of children will be maintained as per the risk assessment and supervision model and will consider/include...

Staff use headcounts to ensure all children are accounted for and record this on the sign in/out attendance sheet.

- The needs of children requiring additional support during arrival and dismissal
- Educators will be mindful of educators to child ratios during arrival when children are indoors or outdoors.
- Age and level of development of children, including:
 - the number and positioning of educators to ensure both visibility and accessibility to children, and
 - children's abilities to walk/transition safely to the gate to farewell families.

Responding to incidents

Should any incidents occur relating to the safety of children during arrival or dismissal

- Staff will record all absences on EMS and on the sign in/out attendance sheet using EMS codes.
- Staff will create an IRMS /incident 360 record and use emergency management responses if a child is missing at dismissal time.
- One educator will look for unaccounted child/children while other educators remain with the rest of the children ensuring safe supervision.
- If ratio of 1:6 can still be maintained 2 educators may go looking.
- Each educator may take their mobile phone so they can be contacted at all times by the large group (this will be recorded on the emergency circumstances register).
- Recheck the site.
- If the child remains unaccounted for, the site leader will contact the child's parents to see if they have collected the child from the preschool.
- If the child has not been collected by the parents or an authorised nominee, and cannot be located, the site leader will notify the SA Police and refer to the *Incident coordination: managing incidents of extreme severity procedure*.

Communicating with families

- All families at the time of enrolment nominate who has authority to collect Children. This can be added onto during the year and a record kept in the child's enrolment file.
- Families are encouraged to let site know about child's reason for absence.
- Staff call/ email families if they have not heard from a child's family after a day's absence.
- A copy of this guidance is kept in our compendium for parents to access.
- A copy of this guidance is kept in our staff drive, the policy and procedure folder and on the site website.

Induction and training of educators

To ensure educators and other staff (including casual and relief staff) understand and implement the arrivals and dismissal procedure, the site leader will ensure...

- A copy of the procedure is placed in the Induction Folder.
- Regular communication to casual and relief staff as a reminder of their responsibilities.

Roles and responsibilities

Roles	Responsibilities
Site leader/nominated responsible person/ nominated supervisor	As per the procedure... • The nominated supervisor or an educator may sign the child's arrival or departure time, where this has not been completed by a parent, guardian, or authorised nominee.

Educators	As per the procedure... • Personally receive children into and farewell children from the kindergarten. • Ensure the parent/authorised person who delivers/collects the child, records the arrival/departure time and initials this on the attendance record. • Record any absence and the reason for the absence on the daily attendance record. • Ensure that children are collected by authorised persons. When this is not possible (i.e., due to unforeseen circumstances) the authorised person will need to provide details and a description of the person who will collect the child. • If unknown to the service, the nominated authorised adult collecting the child/ren is to provide photo identification.
Parents/caregivers/ authorised adults/families	As per the procedure... • Record the arrival and departure time (within nearest 5 minutes) and initial each entry on the attendance record. • Discuss appropriate alternative arrangements with the nominated responsible person if unable to personally deliver or pick up their child. • Provide permission to the educator for an authorised adult to deliver or pick up their child if they are unable to do so. • If this person is unknown to the service, photo identification must be shown when child/ren is collected. • Provide the educator with information about their child's health and • wellbeing which may impact on their kindergarten experience.

Supporting information and resources

Acceptance and refusal of authorisations policy |

<https://edi.sa.edu.au/library/document-library/shared/acceptance-refusal-authorisations-policy.pdf>

Information and response management system (IRMS) |

<https://edi.sa.edu.au/operations-and-management/emergency-management/irms>

Parent or guardian authorisations in education and care services |

<https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/parent-or-guardian-authorisations>

Attendance recording procedure for preschools |

<https://edi.sa.edu.au/library/document-library/controlled-procedures/preschool-attendance-recording-procedure>

Incident coordination: managing incidents of extreme severity procedure | <https://edi.sa.edu.au/library/document-library/controlled-procedures/incident-coordination-managing-incidents-of-extreme-severity-procedure.pdf>

Attendance, delivery, and collection of preschool children | <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/attendance-delivery-and-collection>

EYS Guide to record attendances | <https://edi.sa.edu.au/library/document-library/system-performance/data/ey-4010-record-attendances-and-absences.pdf>

Camps and excursions | <https://edi.sa.edu.au/hr/for-managers/health-and-safety/creating-a-safe-workplace/camps-and-excursions>

APPENDIX Extract of regulations 102AA, 102AAB and 102AAC of the National Regulations **Education and Care Services National Regulations (2011 SI 653), Division 6A—Safe arrival of children**

102AA Definition In this Division— education or early childhood service means— a school; or an education and care service; or a children's service; or any other service which provides education or care to children.

102AAB Safe arrival of children policies and procedures The safe arrival of children policies and procedures required under regulation 168(2)(g) must set out the procedures to be followed by an education and care service to ensure the safe arrival of children who travel between an education and care service and any other education or early childhood service. In preparing the safe arrival of children policies and procedures, the approved provider of an education and care service must consult with—staff of the service; and parents of children being educated and cared for by the service; and children being educated and cared for by the service (if applicable).

102AAC Risk assessment for the purposes of safe arrival of children policies and procedures For the purposes of preparing the safe arrival of children policies and procedures under regulation 102AAB(1), the approved provider of an education and care service must ensure that a risk assessment is conducted in accordance with this regulation. Penalty: \$2200. Note A compliance direction may be issued for failure to comply with sub regulation (1). The approved provider must conduct a risk assessment— at least once every 12 months; and as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between an education and care service and any other education or early childhood service. A risk assessment must— identify and assess any risks that a child's travel between an education and care service and any other education or early childhood service may pose to the safety, health or wellbeing of the child; and specify how the identified risks will be managed and minimised. Without limiting sub regulation (3), a risk assessment must consider the following, in respect of a child who travels between an education and care service and any other education or early childhood service—the age, developmental stage and individual needs of the child. the role and responsibilities of the following persons (if applicable)— in the case of a child who leaves the service premises to travel to an education and care service premises of another education and care service, the nominated supervisor of each service. the child's parent. an authorised nominee named in the child's enrolment record; a person authorised by— the child's parent; or an authorised nominee named in the child's enrolment record; the role and responsibilities of the service the care of which the child is entering or leaving; the communication arrangements between the service the child is leaving and the

service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel; the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel; given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision; the proposed route and destination, including any proximity to harm and hazards; the process for entering and exiting—the service premises; and the pick-up location or destination (as required); the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b). If, after conducting a risk assessment, a risk relating to a child's travel is identified, the approved provider must make any necessary updates to the safe arrival of children policies and procedures as soon as practicable. The approved provider must keep a record of each risk assessment conducted under this regulation.

Other legislative requirements

Other legislative requirements under the National Law and the National Regulations that are relevant to the safe arrival of children include: Section 165 – offence to inadequately supervise children Section 167 – Offence relating to protection of children from harm and hazards Section 175 – Offence relating to requirement to keep enrolment and other documents Regulation 99 – Children leaving the education and care services premises Regulation 102C – Conduct of risk assessment for transporting children by the education and care service Regulation 102D – Authorisation for service to transport children

Regulation 112 – Educators must be working directly with children to be included in ratios Regulation 123 – Educator to child ratios Regulation 161 – Authorisations to be kept in enrolment records Regulation 168 – Education and care services must have policies and procedures Regulation 170 – Policies and procedures to be followed Regulation 171 – Policies and procedures to be kept available Regulation 172 – Notification of change to policies and procedures.

Approvals

Approved by: Kate McMahon | Director, Thorndon Park Kindergarten

Approved by Governing Council Committee

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Amendment(s): Document creation.

Added detail about email and recording of new authorised emergency contact pickups in staff diary.