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Delivery and collection of children

To ensure the ongoing safety of all children attending a Children's Services the safe management of their arrival and departure is critical during times of transition, and at the beginning and end of the service. The Arrival and Departures Policy expressly meets the requirements of the Education and Care Services National Regulations (2012) and Nation Law 165A and assists Educators to meet their duty of care in providing a safe, supervised environment.

A Club For Kids will at all times operate in accordance with the Education and Care Services National Regulations. A Club For Kids will ensure the arrival and departure process for children and their families is supportive, welcoming and actively fosters the elements of the relevant Learning Framework, including principles of active family collaboration. In addition, the Nominated Supervisor will ensure;

- The health and safety of the child is met through the implementation of the following policies and procedures;
 - ❖ Enrolment and Orientation in Children's Services
 - ❖ Administration of Medication Policy in Children's Services
 - ❖ Administration of First Aid in Children's Services
 - ❖ Anaphylaxis in Children's Services
 - ❖ Medical Conditions in Children's Services o Interaction with Children in Children's Services
 - ❖ Hazard Management Procedure
 - ❖ Excursion and Routine Outings in Children's Services

In the case of programs where the safe arrival of the child is determined by A Club For Kids Educators overseeing the safe arrival of the child, Eg. After School Care, A Club For Kids will follow local safe work practices (including Safe Transition Procedures if applicable) and the Arrival and Departure Procedure to ensure the safe and timely arrival of the child or confirmation of the child's whereabouts and safety through contacting the appropriate parent or guardian or authorised nominee immediately.



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Regulation 165A section 4

The child may only leave the relevant premises if the child

(a) is given into the care of-

(i) a parent of the child; or

(ii) an authorised nominee named in the child's enrolment record; or

(iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or

(b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or

(c) is taken on an excursion in accordance with the national regulations; or

(d) is given into the care of a person or taken outside the premises —

(i) because the child requires medical, hospital or ambulance care or treatment; or

(ii) because of another emergency.