

Document Name	Document Version Number	Review Date
Delivery and Collection of Children Policy	1.0.2	September 2021
Date Adopted	Minute Number	Status
25 September 2019	5403	Revised

Purpose

A duty of care exists at all times the child is attending a children's 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 hasn't 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 (refer to Supervision of Children Policy).

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families.

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standards for Early Childhood Education and Care and School Age Care: Standard 2.2 Element 2.2.1, Standard 6.1 Element 6.1.2, Standard 6.2 Element 6.2.1. **Definitions**

A child may only leave the education and care service premises under any of the following circumstances:

- a parent/guardian or authorised nominee collects the child
- a parent/guardian or authorised nominee provides written authorisation for the child to leave the premises
- a parent/guardian or authorised nominee provides written authorisation for the child to attend an excursion
- the child requires medical, hospital or ambulance treatment, or there is another emergency.

Policy Content

Accurate arrival and departure documentation is a legislated requirement in all services approved by the Regulatory Authority and is necessary to claim Child Care Subsidy (CCS). A record is also required for days that a child has been absent along with the reason for the absence for all approved CCS services. Furthermore, accurate arrival and departure records ensure successful implementation of efficient emergency evacuation and lock down procedures.

Links to Policy

Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au

Links to Procedure

Nil

Links to Forms

Nil

References

Insert Content

Responsibility

Insert Content

Document Author

Insert Content

Relevant Legislation

Education and Care National Law Act 2010: Sections 165, 167
Education and Care National Regulations: 99, 158-159, 168(f), 176
Family Law Act 1975 (Cth), as amended 2011
Children and Young Persons (Care and Protection) Act 1998

Associated Records
Insert Content