

Document Name	Document Version Number	Review Date
Delivery and Collection of Children Policy - FDC	1.0.3	December 2024
Date Adopted	Minute Number	Status
1 December 2021	6081	Revised

## Purpose

To provide clear guidance in relation to the safe delivery and collection of children at all Greater Hume Children Services. Assist educators to develop safe procedures and management of the arrival and departure of children.

## Scope

Approved Provider, Nominated Supervisor, Early Childhood Educators, Service coordination staff, casual staff, relief educators, children and families

## Definitions

Under the terms of this policy, parent does not include a parent who is prohibited by a court order from having contact with the child.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

## Policy Content

The delivery and collection of children can be a potentially hazardous process. All stakeholders must understand their role and duty of care at this time. It is important that all Greater Hume Children Services Staff, Educators and parents/guardians develop partnerships that facilitate the exchange of information between one another to ensure the safety and wellbeing of children.

The service will:

- i. Provide information to ensure Educators are meeting the obligations under the educational and care services, National Law and National Regulations
- ii. Ensure educators are aware and following the correct documentation, policies and procedures and safety procedures relating to the delivery and collection of children.
- iii. in conjunction with Educators, provide families with information relating to documentation and safety procedures when delivering and collecting of children.
- iv. ensure an enrolment record is kept for each child and supervision requirements are met during delivery and collection of children.
- v. ensure that families understand that educators will only release a child into the care of a parent of the child, an authorised nominee named in the child's enrolment record, or a person authorised by a parent.

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- vi. ensure that communication between the nominated supervisor, practice mentors, educators and parents/guardians is adequate to ensure that all parties are aware of the roles and responsibilities in relation to the delivery and collection of children.

### **Links to Policy**

Greater Hume Council Child Protection Policy

Enrolment and Orientation Policy

Staffing Policy Code of Conduct Determining the Responsible Person Present and Participation of Volunteers and Students

Excursion and Transportation of Children Policy

Incident Injury Trauma and Illness Policy

Assessment Approval Policy and Reassessment of Approved Family Day Care Residences and Family Day Care Venues

Engagement and Registration of Family Day Care Educators Policy

Monitoring Support and Supervision of Family Day Care Educators Policy

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at Family Day Care Residences

Visitors to the Family Day Care Residence and Venues Policy

Emergency and Evacuation Policy

### **Links to Procedure**

Delivery and Collection of Children Procedure

Emergency and Evacuation Procedure

Enrolment and Orientation Office Procedure

Excursions and Transportation of Children Risk Management Procedure

### **Links to Forms**

Family Enrolment Form

Authority for Child to Arrive/Leave Unaccompanied Form

Authority for Underage Person to Collect Child Form

Household Member Responsibilities and Agreement Form

Adding an Authorised Person to your Enrolment Form

### **References**

Australian Children's Education and Care Quality Authority (ACECQA) <https://www.acecqa.gov.au/>

### **Responsibility**

Nominated Supervisor

### **Document Author**

Service Manager

### **Relevant Legislation**

Education and Care Services National Regulation

Education and Care Services National Law Act

Family Law Act Children and Young Persons (Care and Protection) Act

### **Associated Records**

Greater Hume Council Model Code of Conduct