



Safe arrival of children

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2</p> <p>Regulations: 102AAC, 102AAB</p>	<p>Leading and operating department preschool guidelines</p>	<p>ACECQA information sheet – Safe arrival of children [PDF 443 KB]</p> <p>ACECQA's policy and procedures guidelines – Safe arrival of children [PDF 306 KB]</p>

Responsibilities	
<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self-assessment • These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
<p>Preschool</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p>

supervisor	<ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers they are actively involved in the review of this procedure, as required, or at least annually details of this procedure's review are documented.

Procedure	
Contextual information	<ul style="list-style-type: none"> Two Out of School Hours care services are available for children to attend before and after preschool. <ul style="list-style-type: none"> - Active OOSH Cameron Park located on Northlake Drive, Cameron Park Ph: 0409 286 959 Email: support@activeooshnsw.com - Fair Play OOSH located on Renfrew Drive, Edgeworth Ph: 0414 341 140 Email: edgeworth@fairplayoosh.com.au Three of our preschool children attend Active OOSH. One child attends morning and all three attend afternoons. Ten of our preschool children attend Fair Play OOSH. Eight of these children attend mornings and nine attend afternoons. Some children's attendance

	<p>changes week to week.</p>
<p>Communication</p>	<ul style="list-style-type: none"> • During the enrolment meeting, preschool educators will ask parents if their child will be delivered to or collected from preschool by an OOSH service. Families will be provided with Appendix A outlining the days that their child will be in the care of the OOSH service. Families will also be provided with a copy of this procedure. • Families are asked to inform educators of any changes to the information provided on the form. Families will need to notify educators if their child will not be attending OOSH due to absence, illness of family commitments. • Families are to inform educators via telephone or Storypark if their child will be absent from preschool on a day in which they would usually be delivered by an OOSH service. • Preschool supervisor will email the OOSH services at the beginning of each preschool year and provide them with updated procedure. • During delivery and collection educators from the OOSH service and the preschool will exchange information regarding attendance and absences. • This procedure will be emailed to OOSH services and all executive and preschool staff. It will also be uploaded to the staff Teams drive and website. • A list of children attending an OOSH service is displayed on the back of the cupboard door in the family room as well as on the office wall. There is also a folder on the group information shelf that contains consent forms and OOSH services information.
<p>Arrival</p>	<ul style="list-style-type: none"> • The OOSH services are responsible for transporting and transitioning the children to preschool. • The educators from Active OOSH Cameron Park and Fair Play OOSH Edgeworth bring the children to the front door of the preschool where they are met by the preschool educator who has the arrivals and departures register. The Active OOSH and Fair Play OOSH educator signs the children in. The preschool educator confirms by head count that the number of children signed in are the number arriving and takes responsibility for the children. • Children requiring medication such as antibiotics will have their medication exchanged between a preschool educator and an OOSH educator in the mornings and afternoons. OOSH services are provided with copies of medication authorisation forms for families to complete.

<p>Departure</p>	<ul style="list-style-type: none"> Active OOSH and Fair Play OOSH educators will sign children out of the preschool and take responsibility for them. Authorisation forms for children attending OOSH are located in their enrolment form and also in the purple folder on shelf in the office. OOSH service information is also displayed on the window in the office. The OOSH educators will follow the same process as all other collectors, arriving through the front door and signing the child out of the preschool. Photographs of the educators from Active OOSH and Fair Play OOSH are displayed in the preschool office. These photos are updated each term or as needed to ensure for accurate representation.
<p>Written parent authorisation</p>	<ul style="list-style-type: none"> Families will sign a consent form (Appendix A) for their child to be collected by another service during the enrolment meeting. Copies of this form are located in the preschool office and are available for families to complete throughout the year. A copy of each child's consent form is placed in their record card and in the OOSH folder located on the shelf in the office. This is outlined in the staff handbook and in the casual folder to ensure that all staff can locate information. If it is an Outside School Hours Service collecting a child(ren), with several different educators, these people do not need to be referred to by name in the parent's written authorisation, but as educators or staff generally. In this case, the contact details of the service are included, rather than the contact and personal details of each educator.
<p>If the child is missing or cannot be accounted for</p>	<p>Child goes missing during OOSH transportation</p> <ul style="list-style-type: none"> Families are required to notify OOSH services as early as possible if children will be absent from the service. OOSH educators will record the absences on the roll and inform Edgeworth Preschool staff upon arrival. If a child being transported to preschool by OOSH is unable to be located, educators will call the child's authorised nominees to gain further information. They will continue to call the authorised nominees on the contact list until contact has been made. The educator will maintain contact with the authorised nominees until the child has been located. If the child remains missing, contact the police and keep the authorised nominees and school informed of the situation.

- OOSH educators will notify the Department of Education and Communities within 24 hours of the incident occurring.

Child goes missing during OOSH transition

- If a child goes missing a preschool educator will place an emergency assistance call out over the phone system for executives to attend preschool.
- School will go into a lockdown.
- Educators will review sign in and out books.
- Indoor and outdoor preschool environments will be searched.
- Educators will contact authorised nominees on enrolment forms.
- Executive staff will contact the Departments incident line and the police.
- The principal or their delegate will need to make a notification by emailing or phoning Early Learning within 24 hours of the incident or as soon as the preschool becomes aware the incident is serious. Early Learning will then make the notification to the Regulatory Authority on behalf of the preschool. A receipt of the notification is then emailed to the school.
- An incident form will need to be lodged with the Department of Education within 24 hours.

Child not collected

- If an outside service does not arrive to collect a child, the service will be phoned. If the service is not able to be contacted, then the preschool educators will contact families.

Record of Procedure

Date of review	Sep 2023
Who was involved	Claire Callinan, Kadi Carr, Jen Mitchell
Key changes made and reason why	New procedure

Record of communication of significant changes to relevant stakeholders	Principal:		3 oct 2023
	Deputy principal		3 oct 23
	Staff		3 oct 23
	Families		

Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.