



Arrival & Departure of Children Policy & Procedures

To maintain the wishes of families as per their preferences submitted into the enrolment form. [Families who are separated cannot deny another parent access to the child at the School unless there is a court order in place.]

To ensure the health and safety of children at our School campuses our *Arrival and Departure Policy* is strictly adhered to, allowing only nominated authorised persons to collect children at any time throughout the day. The daily sign in and out register is not only a legally required document to record children's attendance as per National Law and Regulations but also used as a record of the children on the premises should an emergency evacuation be required to be implemented this is used only at the Nth Balgowlah campus at the Nth Head campus the class rolls are used in this instance.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
99	Children leaving the education and care service premises
157	Access for parents

158	Children's attendance record to be kept by approved provider
160	Child enrolment records to be kept by approved provider and family day care educator
173	Prescribed information to be displayed
176	Time to notify certain information to Regulatory Authority
177	Prescribed enrolment and other documents to be kept by approved provider
S162 (A)	Persons in day to day charge and nominated supervisors to have child protection training

RATIONALE

It is the responsibility of staff and families to ensure the safe arrival and departure of children at the School and the completion of statutory documentation.

Farmhouse Montessori School-Nth Balgowlah campus is open between the hours of 8.30 am and 4.00 pm.

The Farmhouse Montessori Primary School campus at Nth Head is open from 8.45am till 3.00pm.

Children may be accepted from 8.00 am by arrangement at the Nth Balgowlah campus and from 7am if booked into Primary OSHC at the Nth Head Campus. Punctuality of arrival and departure is important. It ensures the child's sense of security and the smooth running of the classroom. The Principal/Nominated Supervisor must be content with the safety and security of any child both arriving and leaving from either premise, if another arrangement needs to be made and has not been put in writing.

AIMS

We aim to ensure the protection and safety of children, staff members and families accessing the Farmhouse Montessori School. Educators and Staff will only release children to an authorised person verified on the individual child's enrolment form. The daily sign in and out register will be used to determine who is present at the School in case of emergencies.

To ensure that all staff members, permanent or temporary, are aware of their responsibilities in all aspects of this policy.

Records and documentation for arrival and departure will be established and maintained by the School.

SCOPE

This policy applies to children, families, staff, management and visitors of the School.

IMPLEMENTATION & PROCEDURES

In accordance with the FACS, the NSW Police, the NSW Health Department and the Local Government Children's Services:

1. No child is to be left in the care of a single staff member before or after the School's opening or closing time,
2. If a primary carer is deemed to be in an unfit condition to care for the child, efforts should be made to find an alternative arrangement.

Guidelines for delivery and collection of children are put in place to ensure the safety and wellbeing of each individual child.

As part of our Risk Management process, our school *may* introduce explicit control measures to minimise the risk of spreading infectious diseases/viruses such as coronavirus (COVID-19). Our risk assessment may result in changes to our *Arrival and Departure Policy* and are based on mitigating risks following the recommendations made by the Australian Health Protection Principal Committee (AHPPC), Safe Work Australia and the Department of Health. Control measures and changes to policies are reviewed in consultation with staff members and communicated clearly to parents, families and visitors.

We have recently revised our drop off and pick up procedure for the 3-6 classrooms at the Nth Balgowlah Campus. (This excludes the Elouera room that has their own system) This procedure will take effect immediately. Please take heed of the new procedure and share it with any adults that may be delivering your children to school.

Arrival-Nth Balgowlah Campus

In order for children to feel secure and safe, it is important that children and families are greeted upon arrival by a member of staff and have the chance to say goodbye to the person delivering them. Saying goodbye helps to build trust. Leaving without saying goodbye could cause the child to think they have been left behind.

- All children need to be signed in by the person responsible for verifying the accuracy of the record at the Nth Balgowlah Campus. This will include the time and parent signature. Parent's also needed to advise staff who will be collecting the child/children if this is different from what has been recorded by staff at the beginning of the year on the pick up forms at the Nth Balgowlah campus.

Drop-off Procedure-Nth Balgowlah Campus

Currently due to COVID the parents are signing the children both in and out of the Nth Balgowlah campus outside the front door at the sign in table as the doors will remain closed to parents. Staff will admit the students as per the two schedule below and this will be revised at a later date.

Pre COVID Drop Off (to be revised)

- 8:00am – 8:30am – Children booked into before school care can enter the school after knocking on the door which will be locked. Parent escorts child to classroom who is marked on the roll.
- 8:30am – Front door is opened.
- Parents bring children into school, sign in and deliver children to class via the cloakroom area.
- Member of staff to mark roll as child is handed over to the classroom at the classroom door. One teacher to be present at the classroom door at all times. (Parent not to enter classroom, Handover happens in the cloakroom area)
- Parent leaves school.
- 9:15am – All children expected to be at school, classroom door is locked.
- Any children arriving after 9:15 am must sign a late slip at reception and once signed in the drop off to the classroom will be handled by the parent but monitored by the receptionist.
- Parent leaves.

Should families forget to sign their child/children in, National Regulations requires the nominated supervisor to sign the child in and or out at the Nth Balgowlah Campus.

- Sign in sheets are to be used in the case of an emergency to account for all children.
- A child's medication needs or any other information should be passed on to one of your child's educators by the person delivering the child.
- A shelf space will be made available to all children and all families will have a parent pigeon hole.

- In the case of a separated family, either biological parent is able to add a contact in writing unless a court order is provided to the Director stating that one parent has sole custody and responsibility.
- In the case of an emergency, where the parent or a previously authorised contact is unable to collect the child, the parent or person responsible for the child (as listed on enrolment form as having a parenting role) may telephone the school and arrange an alternative person to pick up the child. A second staff member will witness the phone call. This contact will then need to be authorised in writing to the School.

Pre COVID Pick Up (to be revised)

Pick Up Procedure-Nth Balgowlah Campus

- Parents come through reception and wait at the classroom door.
- Children will be handed to parent directly
- Parent signs out child from school
- Parent and child leave
- Parents are to advise their child's educator if someone different is picking up their child, either both verbally via email or by completing a pink pick up slip and handing to the school office. This information is to be then forwarded onto the child's classroom educator.
- Photo identification will need to be sighted by a Primary Contact Educator. If educators cannot verify the person's identity they may be unable to release the child into that person's care.
- No child will be withheld from an authorised contact or biological parent named on the enrolment form unless a current court order is on file at the School.
- Parents are requested to arrive to collect their child/children by the correct time.
- In the case of a particular person being denied access to a child, the school requires a written notice from a court of law. Educators will attempt to prevent that person from entering the service and taking the child, however the safety of the educator is also important and they will not be expected to physically prevent any person from leaving the service. In this case the parent with custody will be contacted along with the local police. The court order overrules any requests made by parents to adapt or make changes. For the protection of the children and educators, parents are asked not to give our front door code to anyone other than those absolutely necessary.
- Nominated Supervisors will ensure that the authorised nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 16 to collect children.
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, educators will:
 - Discuss their concerns with the person, if possible without the child being present
 - Suggest they contact another parent or authorised nominee to collect the child
 - Educators will inform the police of the circumstances, the person's name and vehicle registration number if the person insists on taking the child. Educators cannot prevent an incapacitated parent from collecting a child, but must consider their obligations under the relevant child protection laws.
- At the end of each day educators will check the premises including outdoors and indoors to ensure that no child remains on the premises after the school closes. Both campus will sign the bottom of the staff sign in sheet to advise that the premises has been checked.
- Children may leave the premises in the event of an emergency, including medical emergencies only with an Educators and or parents' permission.
- Details of absences during the day will be recorded.

Drop-off Procedure-Nth Head Campus

- 8:45am – Front doors are opened.
- Member of staff to mark roll as children enter the building then process to classrooms. (Parents not to enter building unless they have to see the PA or Principal, Handover is at the front door under the archway for both classrooms.)
- Parent leaves school.
- 9.05am – All children expected to be at school, front doors of both classrooms are locked.

Any primary school children arriving after 9.05 when the front doors are both closed must come to the office and the parents must complete a late slip once signed, the student will be escorted to their respective classroom by the PA.

Pick Up Procedure-Nth Head Campus

- Parents of students in the Yani class are to collect them from the bottom gate of the playground area at 3pm.
- Parents of students in the Aikya are to collect them from the ramp area at the front of the Aikya room.
- In the case of wet weather the pick-up arrangements will be from under the archway the same as the morning drop off.
- Parents are NOT permitted to STOP under the archway at any time to either pick up or drop off a student. This is a thoroughfare and the SHT rangers can fine offenders.
- Parents are to monitor younger siblings at all this time being so close to a road.

Leaving the Premises both campuses

Adults collecting children at the end of the sessions/day are requested to leave the premises promptly, taking full responsibility for the safety and close supervision of children in their care. Children are not permitted to play within the preschool grounds unsupervised. For their own safety, children are not permitted to play in the car park at any time.

Parents of students at the Nth Head campus are asked to supervisor their children once they have been collected and make sure that they do not play on or near the carparks or roads. Students are not permitted to climb on any structure that belongs to SHT eg: signage or the playground fencing.

Visitors

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our School campuses must sign in when they arrive at the school, and sign out when they leave at both campuses. Photo Identification must be presented. It is also a requirement of the National Regulations that Visitors are not left alone with children at any time.

Emergency Arrangement for a Child left at School After Hours-Nth Balgowlah Campus

If a parent knows they are going to be late, they must inform the school of expected time of arrival to pick up their child and/or other arrangements that have been made for the child. Children leaving after their sessions that have not been picked up within 10 mins of departure time will be placed in afternoon care while endeavor's are made to contact the parent.

A small late pick up fee will be issued.

In the event that a child is left at the school after closing time without explanation or previous arrangements made, the following steps are to be followed:

- Contacting the parents or primary carers
- A small late pick up fee will be issued.

- The nominated emergency contacts authorised to collect the child (see child information cards)
- The Principal (if not on site).
- If unsuccessful in contacting any of the authorised people, the staff will call the local police station to seek information about any incidents that may have delayed the parents.
- The Chairman of Manly Warringah Montessori Society.
- If no arrangements can be made within 1 hour of closing time, the FACS will be called for advice and support – Helpline 132 111. The staff member should request that a **“formal telephone message”** be recorded about the incident/outcome.
- The staff will continue to try contacting all emergency contacts or people who may have knowledge about their whereabouts. **Two staff members must remain with the child at all times**
- After 2 hours staff will re-contact FACS on the after hours number to seek assistance. The FACS and the police may liaise to assess the situation and determine a course of action. Their plan will be communicated to the staff as well as the principal and Chairman of MWMS
- The staff must record all the details of the situation and action taken on an incident form. It is important that the person taking responsibility for the child’s care when they leave the school sign this form. This should occur even if the child is collected by a nominated emergency contact person after the school’s closing time.
- If the child is to be taken from the premises **the Department of Family & Community Services or the Police are to be responsible for the child’s safe transportation.** It is recommended that a staff member accompany the child to ensure emotional well-being in an unfamiliar situation. It is not recommended that any staff member actually transport the child, given the legal and safety issues involving car restraints and insurance.
- A clearly visible message must be left at the school advising the parents or carer to contact police or FACS with a number for information about the whereabouts of their child.
- The police and FACS are now responsible for the ongoing attempts to locate the carer and the well-being of the child.
- A sign will be displayed at the School notifying you of your child’s whereabouts. If this occurs we will be obligated to contact Family and Community Services and inform them of the situation.

Late collection of children-Nth Head Campus

- If parents have not notified the school that they will be late collecting their child from school the student will be taken over to OSHC and the parents will be charged the appropriate fee. If OSHC is not available for any reason two staff members must at all times be present with the student until collected.
- Then they will follow for Nth Balgowlah Campus emergency arrangements above for a Child Left At School After Hours

Note:

A) Two staff members are to remain on site with the child until a parent/carer arrives or other arrangements are put in place, as described in this policy.

B) Names and details of people given by parents as potential emergency carers should be updated at least every year. This is the responsibility of the parents. Information is updated on contact cards by the secretary.

Collection of Child by a Person Deemed in an Unfit Condition

An ‘unfit condition’ could include being significantly affected by alcohol or other drugs, mentally or physically ill, threatening or in fear of violence.

If a staff member deems a person picking up a child may be in an unfit condition, they must first consult the principal.

If a judgement is made that the child is at risk of harm than the following procedures will be followed:

- **Where there is no threat or fear of violence** – one staff member will endeavour to engage the impaired carer in conversation. They will need to approach the carer’s “impairment” with tact and responsibility. It is recommended that words like, “prefer” and “it is probably best” be used in the discussion in terms of the child’s well-being.
- Another staff member will endeavour to provide safe care for the child away from the impaired carer whilst phoning for assistance by trying to contact alternate emergency contacts. Where possible, attempts will be made to resolve the situation by having one of these people collect the child.
- **Where there is a threat or fear of violence:**
 - Staff and children will endeavour to move to a secured and safe place.
 - If this is hand over time, all handing over of children must stop and **lock down procedures followed.**
 - Police will be called and advised that there is an emergency situation involving the threat or fear of violence to children and workers. Staff will ask for urgent attendance to the school. Where possible safe collection procedures will be implemented.
- **If child is taken** from the centre by the impaired carer, the staff member will need to call the police to advise them of the situation and FACS- helpline.
 - The staff member will need to provide the name and address of the child the impaired carer and an emergency contact.
 - It is important to request that a **formal telephone message** be recorded by the officer to ensure appropriate documentation occurs.
 - The staff members have then fully discharged their legal responsibility to the child. FACS and/or the Police are now responsible for the care and protection of the child.
- Full details of the situation, action taken and outcome must be recorded on an Incident Form and the form signed by the staff involved and the Principal.

Staff must acknowledge that a parent or primary carer has the right to leave the school with their child.

Note: This policy can be used to discuss staff legal responsibility for the child’s safety, to remove any personal involvement or subjective argument.

Closing the School-Nth Balgowlah

- When all children appear to have been collected at the end of each day the Authorised Supervisor must ensure that the sign out sheets for the children are checked and that two staff members check all areas of the premises, indoors and out, to ensure that no child has been overlooked.
- One staff member must sign each day to verify that they have made the check at the bottom of the staff sign in sheet.

Closing the School-Nth Head

When all children appear to have been collected at the end of each day the Principal/Authorised Supervisor must ensure that two staff members check all areas of both the East & West Wings lock all doors indoors and out & windows in all rooms, to ensure that no child has been overlooked. Pass any child that is staying into the care of OSHC.

Retention of Records

The principal must ensure that the records of daily arrival and departure and the records of variations to adults collecting children are retained in accordance with the Education and Care Services National Regulations & NESAs.

Custodial Orders

- It is the parent's responsibility to inform the principal and to provide copies of any custodial orders affecting the child.
- Revised orders need to be forwarded to the directress promptly so all staff members can be informed and the necessary changes can be made for implementation.
- With the assistance of parents, staff members will ensure the most effective and safe implementation of custodial orders. They will make particular note of who is collecting the child and will be notified of any changes to these orders

The child will not be allowed to leave the preschool with the non-custodial parent or a carer not on the list provided by the custodial parent.

Source

- Community Child Care Co-Operative
- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Revised National Quality Standard 2018

Policy Review Date	Modification	Next Review Date
Feb 2018	New Logo	2020
May 2021	NQS & Regulations tables added. Covid Information included in Implementation section Nth Balgowlah pick up/Drop off section updated re Covid sign in and sign out.	2024