



## CAMP GAN YISROEL NSW

Chabad Youth NSW

# Delivery & Collection of Children Policy

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## Aim

To ensure the safety and wellbeing of children at all times.

## Related Policies

- Acceptance and Refusal of Authorisations Policy
- Child Protection Policy
- Enrolment Policy
- Excursion Policy
- Incident, Injury, Trauma and Illness Policy
- Infectious Disease Policy

## Implementation

The Nominated Supervisor, educators, staff and volunteers will adhere to the following procedure at all times to ensure the safety of children. Educators and staff will also remind parents/guardians of the dangers of leaving other children unattended in vehicles and encourage them to bring those children with them when dropping off or collecting a child enrolled at the service. Children and families will not be allowed to enter our building for education and care prior to the advertised operating hours of the service, as we are not licensed to accept children before this time.

## Arrival

- All children must be signed in by their parent or the person who delivers the child. If they forget, the child will be signed in by the Nominated Supervisor or an educator.
- An educator will greet and receive each child to ensure the child is cared for at all times.
- Educators will assess the health and wellbeing of each child. Children who are unwell (including those with symptoms of an infectious disease), or with an injury that prevents participation or that a doctor has or would likely say requires exclusion (e.g. a head injury), will not be permitted to attend until a letter of clearance is provided by a doctor.

## Departure

- All children must be signed out by their parent or the person who collects them. If they forget, the child will be signed out by the Nominated Supervisor or an educator.
- Children can only be collected by a parent, an authorised nominee named on their enrolment record, or a person authorised by a parent or authorised nominee. Authorisations must be made in writing, unless parents or authorised nominees are unable to collect the child before the service closes (e.g. in an emergency), in which case educators may accept verbal authorisation for an adequately identified alternate person.
- Children may leave the premises if a parent or authorised nominee provides written authorisation, including authorisation to go on an excursion.



- No child will be released into the care of an unauthorised person. If the person becomes aggressive or violent and will not leave, the Nominated Supervisor or educator will ensure the safety of all children and adults, implement lockdown procedures if required, and ring the police on 000.
- Nominated Supervisors will ensure the authorised nominee pick-up list for each child is kept up to date. No child will be released to anyone not known to educators. Parents must give prior notice where the person collecting is other than those on the enrolment form, or where there is a variation in the persons picking up the child.

If educators do not know the person by appearance, the person must produce photo identification. If staff cannot verify identity, they will be unable to release the child.

### If a Person Appears Intoxicated or Affected by Drugs

- **Parent:** staff will discuss their concerns with the parent (if possible without the child present), suggest they contact another parent or authorised nominee to collect the child, and inform the police of the circumstances, the person's name and vehicle registration if the parent insists on taking the child. Educators cannot prevent an incapacitated parent from collecting a child but must consider their obligations under child protection laws.
- **Authorised nominee:** if a nominee or authorised person appears unfit, staff will not let the child leave with them; they will contact the parent and advise that another person needs to collect the child.

### If a Child Has Not Been Collected

- the Nominated Supervisor will again attempt to contact the parents or other authorised nominees
- leave a voicemail or SMS advising they will wait up to 30 minutes before ringing the police or Child Protection Hotline
- wait 30 minutes and, if no one arrives, ring the police or Child Protection Hotline for guidance

At the end of each day, educators will check all beds/rest areas and the premises (indoors and outdoors) to ensure no child remains after the service closes. Children may leave the premises in the event of an emergency, including medical emergencies. Details of absences during the day will be recorded.

### Delivering Children To and From School

Educators will deliver children to, or collect children from, school if parents authorise the child to leave the premises for this purpose. When doing so, educators will:

- ensure ratios continue to be maintained at the service at all times
- ensure children moving between the service and school are adequately supervised at all times
- deliver children inside the school premises (e.g. inside the school fence before leaving)
- collect children from an agreed area inside the school premises
- account for any child not present after school by checking with the school office and/or teacher whether the child attended and their movements, phoning parents if the child is missing, and phoning police if the child is not with parents and cannot be accounted for

### Sources

- Education and Care Services National Regulations 2011



- My Time, Our Place
- National Quality Standard
- Occupational Health & Safety Act 2004

## Review

This policy will be reviewed annually. The review will be conducted by management, employees, families and interested parties.

**Last reviewed:** 1 June 2023

**Date for next review:** June 2026