

DELIVERY AND COLLECTION OF CHILDREN

RATIONALE:

The safety and security of children is of paramount importance in the transfer of care responsibility from one adult to another. Written records are required confirming the transfer of a child. It is important that the educator establishes a routine for arrival and departure times in their home. The name/s of any adult person authorised by a child's parent to deliver or collect a child from care needs to be known by the educator. **The attendance records (timesheets) are legal documents and need to be treated as such.**

The educator must keep a record of attendance that—

- (a) records the full name of each child in care; and
- (b) records the date and time each child arrives and departs; and
- (c) is signed by one of the following persons at the time that the child arrives and departs—
 - (i) the person who delivers the child to the family day care residence or collects the child from the family day care residence;
 - (ii) if the signature of the person who delivers the child cannot reasonably be obtained—the family day care educator.

Although the booked hours can be recorded by the educator in advance, it is required that the person who delivers and collects the child from care, records and initials the arrival and departure times at the beginning and end of each session of care, whenever possible.

The recording of the arrival and departure times for school aged children who arrive and leave unaccompanied by an adult can be done by the educator, **if written authorisation has been obtained from the parent.**

POLICY:

The transfer of responsibility for the care of a child shall only take place between the educator (*or registered educator assistant, relief educator or co-ordination unit staff person*) and the parent or person authorised by the parent. The parent and educator must ensure that when a child arrives at the educator's home, that it is the educator, or **other approved person** as listed above, who receives the child.

The regulations, together with the Child Care Services Handbook require that the attendance record, confirming the transfer of care responsibility should be signed at each time of transfer by the person authorised to deliver and collect the child from care. When the authorised person signs the timesheet on arrival at the educator's home the responsibility for the child transfers to the educator and when the authorised person signs when they collect the child from care the responsibility for the child transfers from the educator back to them.

There may be occasional variations in the agreed times of delivery or collection. The scheme expects that consideration will be shown to the educator by the parent, and late delivery or collection should occur only if it is unavoidable.

PROCEDURES:

1. The educator's registration certificate will identify in writing the name of an educator assistant, if applicable, who is also registered with the scheme and who is able to take delivery of family day care children when alternative care arrangements are necessary, provided that the parent of the child has given written consent for this to occur.
2. The educator information sheet and enrolment form should specify the name of the person/s nominated by the parent who is/are authorised to collect the child when this may be necessary. It may be necessary for the parent to introduce, describe or provide the educator with a photo of the person/s authorised to collect the child/ren. If this is not possible, the authorised person may have to produce identification eg. a driver's licence, for the educator, as proof of identity.
3. Reasonable notice should be given to the parent or educator as applicable, when alternative care arrangements are made and the responsibility for care of the child is to be transferred to the educator assistant (**with the parent's written permission**) or other person authorised by the parent.
4. The child should be signed in and out of the educator's home by the parent or person authorised in writing by the parent to deliver or collect the child. If the child travels unattended to and/or from the educator's home, (for example, a school aged child attending care immediately after attendance at school, or a child that travels to care by taxi) the educator may be authorised by the parent to record the arrival and departure time and initial the timesheet.
5. In the case of children whom the educator collects from kindergarten, pre-school or school, or after-school children who may walk, or catch a bus to the educator's home, special arrangements for recording the arrival and departure of the child can be authorised, *in writing*, and agreed to by the parent and educator.
6. If an after school child has not arrived at the educator's home by a specified time, the educator should notify the parent and the scheme.
7. Educators should have planned emergency procedures that ensure the safety and welfare of the child in the event of an emergency or unforeseen circumstance when neither the parent or person authorised by the parent, can collect the child.
8. The educator or parent, as applicable, should immediately be notified if there is a likelihood that there will be a variation in the time of delivery or collection of the child; for example, late delivery or collection, or an unexpected delay in the educator returning to the family day care home from an excursion.
9. The scheme will retain attendance records and any other documentation required for the time deemed necessary by the applicable regulations. (*regulation: part 4.7, cl. 183(2) (a –g)*)