



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre Delivery and Collection of Children Policy

Approved by the School Principal 5 March 2025

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Delivery and Collection of Children Policy

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1 National Quality Standard

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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2 National Regulations

Regs	99	Children leaving the education and care service premises
	158	Children's attendance record to be kept by approved provider

3 Aim

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

4 Related Policies

Acceptance and Refusal of Authorisations Policy

Child protection Policy

COVID Policy

Enrolment Policy

Excursion Policy

Family Law and Access Policy

Incident, Injury, Trauma and Illness Policy

Infectious Disease Policy

Transport Policy

5 Implementation

- 5.1.1 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.
- 5.1.2 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 or insured to accept children before this time.
- 5.1.3 Arrival:
- All children must be signed in by their parent or person who delivers the child to our service. If the parent or other person forgets to sign the child in they 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 who have symptoms of an infectious disease, or an injury which prevents them from participating in activities, or an injury which a doctor has or would likely say means the child must be excluded from care (e.g. a head injury) will not be permitted to attend until a letter of clearance is provided by a doctor
 - A locker will be made available to children and their families.
- 5.1.4 Departure:
- All children must be signed out by their parent or person who collects the child from our service. If the parent or other person forgets to sign the child out they 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 to collect the child. Authorisations from parents or authorised nominees 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 this case educators may accept verbal authorisation for an alternate person who can be adequately identified to collect the child

- Children may leave the premises if a parent or authorised nominee provides written authorisation for the child to leave the premises, including authorisation to go on an excursion (please refer Excursion Policy).
- No child will be released into the care of an unauthorised person. If the person becomes aggressive or violent and will not leave the premises the Nominated Supervisor or educator will:
 - ensure the safety of all children and adults at the service, and implement lockdown procedures if required
 - ring the police on 000.
- 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 18 to collect children.
- No child will be released into the care of anyone not known to educators. Parents must give prior notice where:
 - the person collecting the child is someone other than those mentioned on the enrolment form (e.g. in an emergency) or
 - there is a variation in the persons picking up the child, including where the child is collected by an authorised nominee who is unknown to educators.

If educators do not know the person by appearance, the person must be able to produce some photo identification. If educators cannot verify the person's identity, they will be unable to release the child into that person's care.

- If a parent collecting the child appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, they 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.
- 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.
- If an authorised nominee, or person authorised by a parent or authorised nominee, appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, they will not let the child leave with the person. They will contact the parent, and advise that another person needs to collect the child
- If a child has not been collected by the time we are due to close the service, the Nominated Supervisor will:
 - (again) attempt to contact the parents or other authorised nominees.
 - Contact one of the Centre's Approved Providers-Principal, Deputy Principal-Junior School or Business Manager at Bacchus Marsh Grammar School.
 - leave a voicemail or SMS message on the parent's phone if they do not answer advising he or she will wait up to 30 minutes before ringing the police or Child Protection Hotline
 - wait for 30 minutes and, if the parents or authorised nominee has not arrived, ring the police or Child Protection Hotline for guidance on the appropriate action to take.
- At the end of each day, educators will check all beds and the premises including outdoors and indoors to ensure that no child remains on the premises after the service closes (refer Lock Up Policy).
- Children may leave the premises in the event of an emergency, including medical emergencies.
- Details of absences during the day will be recorded.

6 Sources

Education and Care Services National Regulations 2011
Early Years Learning Framework
National Quality Standard
Occupational Health & Safety Act 2004

7 Authorisation

ELC Document Name	Delivery and Collection of Children Policy	
Name of Reviewer: Approved Provider	Principal Andrew Neal	Signature:
Name of Reviewer: Nominated Supervisor	Kerry Osborn	Signature:
Date Revised	March 2025	

8 History

Date	Amendment
February 2024	1. Reviewed
March 2025	2. Reviewed no changes. New format.