

Children’s Safety (Including Children’s Drop-off and Pick-up, the Acceptance and Refusal of Authorisations) Policy

NQS

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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QA4	4.1.1	Organisation of educators – The organisation of educators across the service supports children’s learning and development.
	4.2.2	Professional standards – Professional standards guide practice, interactions and relationships.

QA6	6.1.2	Parent views are respected – The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing.
	6.1.3	Families are supported – Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.

QA7	7.1.1	Service philosophy and purpose – A statement of philosophy guides all aspects of the service’s operations.
	7.1.2	Management systems – Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.1.3	Roles and responsibilities – Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
	7.2.1	Continuous improvement – There is an effective self-assessment and quality improvement process in place.

National Regulations

Regs	99	Children leaving the education and care service premises
	103	Premises, furniture and equipment to be safe, clean and in good repair
	115	Premises designed to facilitate supervision
	161	Authorisations to be kept in enrolment record

EYLF

LO1	Children feel safe, secure and supported
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Aim

The aim is to ensure all children at Montessori Journey are safe and secure. This includes the authorisation of drop-off and pick-up of the children and while they are at the premises.

Related Documents

Safety of the Building, Equipment and Persons

Educators Supervision Policy

The Montessori Journey Emergencies and Evacuation Procedures

Authorisation to Collect Children Policy

Implementation

Injury prevention

The aim is to provide an environment that prevents injury to all those who attend the centre to the best of staff ability inside and out. Equipment will be set out in a way that is safe for use with either soft fall or matting. Children will be encouraged to use the equipment safely. Set up and pack up time is a good time to help each other out. Staff will, through adequate supervision, ensure to the best of their ability children use equipment in an acceptable manner to prevent any injury to themselves or others. Staff are required to explain to the children in a way they understand why they can or cannot use equipment e.g., Jumping onto matting rather than hard surfaces or jumping where children or toys are.

Process to always monitor who enters and leaves the service premises

Early childhood educators are to monitor who comes into and leaves the centre at all times. For all deliveries, salespeople, new pickup, unfamiliar people please send them to the office straight away or ask them for their identification. The enrolment form has all collection details for the children. Supervision of the gated areas is imperative. We have a sign in book for any visitors. Parent helpers, students, volunteers will be supervised always whilst with the children. All staff will be vigilant always with unfamiliar faces.

Educators Supervision Policy

Supervision is critical to the safety of children. Supervision helps to protect children from hazards and harm that may arise in their play and daily routines. Adequate supervision means that an educator can respond immediately. Every child should be monitored actively and diligently. This means knowing where children are at all times. Effective supervision requires educators to be actively involved with children in order to extend learning as well as monitoring children's safety. This cannot be done from a distance.

Procedures

- Always have two or more members of staff on the premises.
- As near as practicable have two educators supervising in the classroom, depending on ratio of children to educators.
- Educators to prioritise needs of the children i.e., children's eating and drinking have a priority over children reading a book.
- Educators to always inform other educators when leaving the room or outside i.e., to go to the bathroom.
- Educators to be mindful of children going into the classroom alone.
- Educators to be mindful when supervising outside and not to be consumed with conversations with other educators or parents at the expense of the safety of the children. If parents need an in-depth discussion a suitable time can be arranged.
- Each room oversees certain areas e.g., staff to station themselves at specific stations outside for optimal supervision of playground and children.
- Relief staff please ask if you are unsure of our supervision policy, all educators are responsible to monitor new staff in the centre.
- When children are going inside or coming outside, please make sure an educator is always ahead of the children.
- When you know a situation is about to occur discuss and if need be, redirect children.
- Rotation of Jobs in the playground.
- 7.30am staff to set up outside with the children when possible.

Room 1: Sandpit/Roamer

Room 2: Near fort area/Obstacle course/A-frame/Cubby house

Room 3: Van Gogh lunch area/Quiet activities/Dome and old cubby/Vuly play area

- Other areas to be supervised.
 - ◆ Climbing equipment, Trampoline etc.
 - ◆ Near any water play.
 - ◆ Near the front gates.

Procedure for releasing children from the service

Anyone collecting a child will be refused if their name is not on the authorised persons list. This includes parents and guardians. The only time an unauthorised person can take a child is if he/she has a “Recovery Order” from the Courts.

If a parent/guardian phones to advise an unauthorised person shall be collecting a child, educators will get a description of the person as well as their name and address. The collector will be required to present ID (preferably photo ID such as a driver’s license) on arrival.

Drop-off and pick-up

Parents need to sign their children in and out when they drop their children off and pick their children up. Always leave the children where the teachers are, especially in the early mornings as we are usually in the Van Gogh room (near the office). Due to the safety issue of the other children, we would appreciate parents to be responsible for their own child and any siblings once they are on the premises. We ask that you also be mindful when having in depth conversations with the early childhood educators as this could distract the supervision for the other children. If parents need an in-depth discussion a suitable time can be arranged.

In the event a parent needs a different pick up

Our system in place is when a parent tells you someone else will pick up either verbal or by email the staff member will write all the details and put it near the current roster for late staff to see when the person comes in. Please also let the late staff know so they are aware of it, all checks still need to be done. E.g., description of the person, license etc.

Parent/Guardian not allowed to pick up the child

Some families go through difficult situations which result in separation, consequently there is times when one parent /guardian is seeking legal action to gain full custody. In the interim stages of gaining legal documentation and court action, we require parents to fill out a form called “Families with children with specific protection needs” and provide us with any legal verification to substantiate the situation as soon as possible. Legally under our obligations we are required to still allow the child to go with either parent until we get full legal documentation. If a person who is not allowed to pick up the child does arrive, staff are to follow the above procedure. Please read the Family Handbook on authorisation to collect children policy.

Refusal of authorisation for a child to leave the service

E.g., violent persons/hostages in the case of a non-custodial parent, relative or stranger seeking to remove a child from the centre. Educators will make every effort to contact the parent/guardian if the unauthorised person wants to take the child. Educators will try and keep the child on the premises without jeopardizing their own safety or the other children’s safety. If an unauthorised person does not leave the premises when asked, he/she will become a ‘trespasser’ and the police will be called. We will endeavour to record the details

of the time, licence plate number, a description of the person or any suggestion of where the child may be taken to.

Collection of children after hours

The centre is open from 7.30am to 4.30pm. If a child is not collected from the centre by the scheduled closing time, educators will make every attempt to contact the child's parents/guardians or emergency contacts listed on the child's enrolment form. \$2 per minute is charged after 4.30pm, even if you are on the premises. If educators are unable to make contact with parents or emergency contacts thirty minutes after the scheduled closing time, the director/nominated supervisor will be contacted. Two educators will always remain at the centre until all the children have been collected. If a parent/guardian is not contactable, the police will be notified.

Missing child procedure

If you know a child has gone missing after you have searched every area of the centre the director must be notified. The family must be rung in case they had picked their child up earlier. If not the police and the Department must be called. Numbers are at the bottom of the Family Handbook. In the immediate aftermath, gather everyone effected and discuss it as a group and if need be a councillor may need to be brought in too.

Sources

National Quality Standard

Education and Care Services National Regulations (Queensland)

Early Years Learning Framework

Queensland Government Early Childhood Education and Care

Kidsafe Queensland

Review

This policy will be reviewed annually by:

- Director
- Employees
- Families
- Interested Parties

Last reviewed: October 2023

Date for next review: November 2024