



# DELIVERY, COLLECTION AND TRANSPORTATION OF CHILDREN POLICY

**Version:** 01

**Responsibility of:** Principal

**Target Audience:** Staff and Parents

**Effective Date:** July 2025

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## INTRODUCTION

This document should be read in conjunction with *ZUCCOLI PRESCHOOL DELIVERY, COLLECTION AND TRANSPORTATION OF CHILDREN PROCEDURE*

Children's safety, health and wellbeing is always of primary importance at Zuccoli Preschool. The Education and Care Services National Law (NT) (National Law)<sup>1</sup> and Education and Care Services National Regulations (National Regulations)<sup>2</sup> requires preschools to manage risks associated with the delivery, collection and transportation of preschool children. The relevant legislation is listed under section 8.1 of this procedure. The National Law and National Regulations require preschools to ensure:

- parents collect their child or arrange with the preschool for an authorised nominee or educator from another child-related service to do so
- the safe arrival of children who travel to or from child-related services
- all preschool staff have a clear understanding of who holds the duty of care when children arrive at and depart from the preschool.

## DEFINITIONS

**Staff** for the purpose of this procedure refer to educators, teachers and any employee of Zuccoli Primary School who are permitted to work within the Zuccoli Preschool Service.

**Parent** signifies a child's father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal customary law or Aboriginal tradition.

**Authorised nominee** a person who has permission from a parent or family member of the child to collect the child from the preschool.

**Quality Education and Care NT (QECNT)** the regulatory authority for early childhood education and care in the Northern Territory

**Child related service** includes education and care services, schools and other children's or early childhood services.

**Nominated Supervisor** is a person nominated by the approved provider responsible for the day-to-day management of an education and care service. In a NT Government preschool, this is the school principal.

## ROLES AND RESPONSIBILITIES

Principals will:

- ensure their preschool complies with the National Law, National Regulations and departmental policies and implements processes to manage the delivery, collection and transportation of preschool children
- support the preschool to ensure a child is not collected by a person who is not an authorised nominee or a parent who is prohibited by a court order from having contact with the child
- decide if a person under the age of 18 is suitable to be an authorised nominee, where this is requested
- approve the preschool's risk assessments or give delegation to Assistant Principal to approve and ensure they are conducted at least annually or when circumstances change, to ensure compliance with the requirements of these procedures and ensure risk mitigation strategies are understood and implemented
- support families whose children have specific needs regarding their transfer between services, and ensure these needs are managed and catered for
- ensure the preschool has practices in place to ensure a clear understanding of who holds the duty of care when children travel between the preschool and other child-related services

Preschool teachers and educators will:

- ensure the preschool complies with the National Law and National Regulations and implements processes for managing the delivery, collection and transportation of preschool children, including the safe arrival of children between the preschool and other child-related services
- communicate the preschool's approach regarding the delivery and collection of children to all the families of enrolled children, educators, other child-related services that children transfer between and the school community

- undertake and review risk assessments at least annually or as soon as practical when circumstances change, relating to the safe arrival of children that travel between the preschool and other child related services and the transportation of children
- develop processes with families and the school principal to ensure a child is not collected by a person who is not an authorised nominee or a parent who is prohibited by a court order from having contact with the child
- consult with families about their child's individual requirements regarding transfer between the preschool and other child-related services, and ensure these needs are managed and catered for
- ensure each child's arrival and departure times are recorded in an attendance sign-in and sign-out sheet.

Parents and authorised nominees will:

- provide written authorisation to the preschool for any person they wish to be an authorised nominee
- record their child's arrival and departure times in the attendance sign-in and sign-out sheet
- contact the preschool where there may be a delay in delivery or collection of their child
- contact the preschool to advise if their child will be absent for one or more days.

## **DELIVERY AND COLLECTION OF CHILDREN**

### **Authorised Nominees**

A person is an authorised nominee for a child where the parent or family member has nominated that person in writing, on the child's enrolment form or separate written authorisation that is kept on the child's student file.

### **Delivery Of Children**

Parents and authorised nominees or educators are welcomed into Zuccoli Preschool at 8am.

Prior to the parent or authorised nominee leaving the preschool premises, they must:

- make the child's presence known to the preschool teacher and educators

- complete a sign-in sheet to record their child's arrival time at preschool including the name of the person who has delivered the child.

### Collection of Children

A child may only leave the preschool premises, or another location arranged as part of the preschool program, transportation or a planned excursion if the child is:

- given into the care of a parent, an authorised nominee or educators from other child-related service where the child is also enrolled
- taken on an excursion – preschools must follow the department's excursions policy, guidelines and procedures and supporting documents
- given into the care of a person or taken outside the premises because the child requires medical treatment or because of another emergency.

Prior to the parent, authorised nominee or educator from another child-related service taking the child from the preschool premises or pre-arranged location they must:

- make their child's departure known to the preschool teacher and educators
- complete a sign-out sheet to record their child's departure time from the preschool including the name of the person who has collected the child.

Zuccoli Preschool cannot intervene to prevent a parent from having contact with their child unless the service has received a copy of a formal notification that a court order is in place.

### Uncollected Children

If a child has not been collected when the preschool closes, an educator must remain with the child at the preschool premises and contact the parents and authorised nominees to arrange collection of the child. If the educator is unable to stay with the child at the preschool premises, and the preschool is located on a school premises, the child may be taken to the school reception or front office and cared for there by a school staff member until they are collected.

If efforts to arrange for the parents or an authorised nominee to collect the child are unsuccessful, the preschool will notify the principal who will monitor the situation and report the situation to the Senior Director School Operations and the NT Police where appropriate.

Under no circumstance are educators:

- to release the child into the custody of an adult without the appropriate authorisation
- take the child out of the school premises without the appropriate authorisation do so

### Missing or Unaccounted for Children

If a child is missing or unaccounted for, the preschool will thoroughly search the preschool premises or contact the other child-related service where the child is also enrolled to

locate the child. If the child remains unaccounted for the preschool will inform the principal and expand the search across the whole of school premises.

The principal will contact the child's parents to see if they have collected the child from the preschool. If the child has not been collected by the parents, an authorised nominee or educators from another child related service where the child is also enrolled, and cannot be located, the principal will notify the NT Police and the Senior Director School Operations for additional support and response advice.

Quality Education and Care NT (QECNT) must be notified within 24 hours using the NQA IT System of any incidents of missing or unaccounted for children.

## **ZUCCOLI PRIMARY SCHOOL VISITS**

Zuccoli Preschool is a part of Zuccoli Primary School and therefore, students attend assemblies, events, transitioning programs as well as regular library visits.

Parents are informed of when their child will be going to the primary school. Walking through the adjoined gate ensure we remain within the school grounds and minimises risk.

Risk assessments are conducted to ensure student safety is priority.

## **SUPPORTING DOCUMENTS**

- Zuccoli Preschool Delivery, Collection and Transportation of Children Procedures
- Risk Assessment: Safe Arrival and Collection of Children
- Zuccoli Primary School Code of Conduct

## **Legislation**

Legislation Education and Care Services (National Uniform Legislation) Act 2011 (NT)2 is the legislation that adopts the National Law in the NT. The Schedule to the Education and Care Services National Law Act 2010 (Vic) 11 sets out the National Law.

Division 6A Safe Arrival of Children

- Regulation 102A A Safe Arrival of Children Policies and Procedures
- Regulation 102AAC Risk Assessment for the purpose of safe arrival of children and procedures
- Regulation 102D Authorisation for service to transport children

## **Department of Education and Training policy, guidelines and procedures**

For Department of Education policy, guidelines and procedures, go to the department's School policies website to access the following policies:

- Delivery, collection and transportation in preschool procedure

## **National Quality Standards**

Quality Area 2

Standard 2.2 Safety

- Element 2.2.1 Supervision
- Element 2.2.2 Incident and emergency management
- Element 2.2.3 Child Protection