



# DELIVERY, COLLECTION AND TRANSPORTATION OF CHILDREN PROCEDURE

**Version:** 01

**Responsibility of:** Principal

**Target Audience:** Staff and Parents

**Effective Date:** July 2025

**Review Date:** July 2027

## INTRODUCTION

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

Zuccoli Preschool creates and maintains a safe, supportive, inclusive environment for students and develops positive connections with families and childcare services in Zuccoli.

## 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.

**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

As outlined in the Zuccoli Preschool Delivery, Collection and Transportation of Children Policy

## PROCEDURES

### Enrolment

The families of preschool children are informed of the delivery and collection processes during enrolment and orientation processes. All families are required to fill in the

permission to collection paperwork, listing any adults over the age of 18 years that they give permission to collect their child. This can be updated at any stage throughout their enrolment.

### Safe Arrival

Preschool Staff responsibilities:

- Preschool doors open at 8:00am. Students cannot be dropped off prior to 8:00am due to Regulations and educator Duty of Care.
- Students and families are greeted by name on entry
- Staff support students who experience separation anxiety by encouraging them to say goodbye to their parent/carer and engaging in an experience based on the student's interest.
- Classroom Teachers are expected to mark attendance on SAMs by 8:30am (see *Zuccoli Preschool Procedures or Marking Attendance* for more information).
- Check SAMs for notifications regarding student absence and monitor unexplained absences.

Parent/ Carer responsibilities:

- Support students to develop independence unpacking their bags and organising their belongings before beginning an indoor activity.
- Sign their child in on the class sign-in sheet along with the time and person collecting the child.
- Notify the Primary School when a student is unable to attend Preschool with a reason for their absence.

### Safe Collection

At the end of the day, students pack their bags and meet on the mat ready for music and farewells. All students are expected to remain seated on the mat and wait for parents/ carers to enter the preschool, sign them out and greet them.

Preschool Staff responsibilities:

- Ensure students have packed their bags – food containers, water bottles, cushions at the end of the student's weekly session and any notes to be sent home.
- Encourage students to remain seated on the mat so educators are able to supervise and ensure smooth hand over to parents/ carers.
- Communicate with parents/ carers about situations, incidents or concerns relating to individual students.
- Communicate with Zuccoli Childcare and Zuccoli Village Childcare employees authorised to collect students as required.

Parent/ Carer responsibilities:

- Sign their child out on the sign-in sheet.

- Meet child near the mat area in the classrooms.
- Check students have all their belongings.
- Communicate with educators if/when required.

The preschool cannot intervene to prevent a parent who is listed on the enrolment paperwork from having contact with their child unless the service has received a copy of a formal notification that a court order is in place.

### Safe Collection – Childcare

Parents sign a permission form upon enrolment stating when their child will be collected by the childcare service.

At the beginning of the school year or as necessary school staff show the childcare centre staff where to sign out and how they can support in the transition to their service.

Communication occurs between parents and childcare to ensure understanding of:

- which service the child is leaving from and which service they will be entering, for example, from preschool to a long day care or outside of hours care service
- who the nominated supervisor is of each service, where the child is transferring from one education and care service to another
- important information relating to the child to ensure their continued safety, health and wellbeing upon transfer to the other child-related service
- who holds the duty of care when children travel between the preschool and the child-related services.

The duty of care for students is transferred once they are signed out, therefore, the transportation sits with the duty of care of the childcare collecting the children.

A risk assessment is completed for the safe arrival of students back to their childcare, as an extra layer of precaution.

### Missed Sign-In/Sign Out

If a parent does not sign their child in or out on the sign-in form and an educator has sighted/communicated with the parent, the Class Teacher will:

- Record the time the student arrived
- Note the class teacher's initials
- Document who dropped off or picked up the child e.g. 'CT' for Mum.
- Highlight the missed signature section on the sign-in form
- Preschool educators will request the parent sign the document the next time they drop off or collect their child.

### Uncollected Student

If a student has not been collected fifteen minutes after pick-up time, educators contact parents to check on their whereabouts and identify how long they will be. Students will remain in the care of a Responsible Person/ Nominated Supervisor, which could be in the preschool or main school front office, until they are signed out and collected.

A parent may provide verbal permission to authorise a person to collect their child, if they are to become a regular contact for pick up the parent is required to add their name to the permission to collect on the preschool enrolment form.

Staff must check the identification of the person who has been given verbal permission to collect the student. Record the full name and licence number of the person on sign-out sheet before releasing the student into the care of the authorised person.

If efforts to arrange for the parents or an authorised nominee to collect the child are unsuccessful, the principal will monitor the situation and report 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.

### Unauthorised Person Attempting to Collect

If an unauthorised person attempts to collect a student, they must not leave the care of the preschool team.

An educator will contact the parent/carer to seek permission for the child to be collected by the person.

If the parent provides verbal authorisation, check identification of the person who has verbal permission to collect the student. Document the full name and licence number on sign-out sheet before letting the student be collected.

If the parent does not provide authorisation for the student to be collected, politely inform the person and request they leave the preschool.

If required, seek assistance from school leadership for support, with their discretion it may be necessary to report to the NT Police

### 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.

### Transportation of Preschool Children

Zuccoli Preschool is a part of Zuccoli Primary School and therefore, attends assemblies, events, transitioning programs and 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 Policy
- 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