

<b>Scope:</b>		This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the Early Years Services.				
1.	<b>STATEMENT Values</b> The Early Years services are committed to: <ul style="list-style-type: none"><li>Ensuring the safe delivery and collection of children being educated and cared for at the service.</li><li>Meeting its duty of care obligations under the law.</li></ul>					
2.	<b>PURPOSE</b> This policy will provide clear guidelines to ensure the safe delivery and collection of children attending the Early Years Services.					
3.	<b>RESPONSIBILITIES</b>					Contractors Volunteers Students
		Approved provider Persons with management or control	Nominated supervisor Persons in day-to-day charge	Early childhood teacher Educators All other staff	Parents/guardians	
	Ensuring parent/guardians have completed the authorised nominee section of their child's enrolment form	✓				
	Providing an attendance record that meets the requirements of Regulation 158(1)	✓				
	Children are signed in and out of care by the parent/guardian, authorised nominee, nominated supervisor or educator at the time of the child's arrival and departure	✓	✓			
	Ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these or in the case of a medical or other emergency (regulation 99) (refer to <i>Acceptance and Refusal of Authorisations Policy, Dealing with Medical Conditions Policy, Incident, Injury, Trauma and Illness Policy and Child Safe Environment Policy</i> )	✓	✓			
	Ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee (refer to <i>Excursions and Service Events Policy</i> )	✓	✓			
	Ensuring authorisation procedures are in place for excursions and other service events (refer to <i>Excursions and Service Events Policy</i> )	✓				

Ensuring that there are procedures in place when a child is given into the care of another person, such as for a medical or other emergency (refer to Emergency and Evacuation Policy and Incident, Injury, Trauma and Illness Policy)	✓				
Ensuring that there are procedures in place when a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child.	✓				
Ensuring that parents/guardians or authorised nominees are contacted in the event that an unauthorised person arrives to collect a child from the service, and that appropriate procedures are followed	✓	✓			
Ensuring that there are procedures in place if an inappropriate person (refer to definitions) attempts to collect a child from the service	✓				
Keeping a written record of all visitors to the service, including time of arrival and departure	✓				
Ensuring procedures are in place for the care of a child who has not been collected from the service on time	✓				
Ensuring that the educator – to – child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of Regulations 123 and 360 (refer to Supervision of Children Policy)	✓	✓		✓	
Notifying DET in writing within 24 hours, and the parents as soon as is practicable, in the event of a serious incident (refer to definitions), including when a child has left the service unattended by an adult or with an unauthorised person (Regulations 12, 86, 176)	✓	✓	✓		
Providing parents/guardians with information regarding procedures for delivery and collection of children prior to their child's commencement at the service	✓	✓	✓		
Ensuring that educators and staff comply with the services Transporting Children Safely and Road Safety Policy	✓	✓			
Encouraging parents/guardians to comply with the services Transporting Children Safely and Road Safety Policy	✓	✓	✓		
Ensuring children are adequately supervised at all time (refer to Supervision of Children Policy)		✓	✓		
Following the authorisation procedures	✓	✓	✓		

Following the services procedures to ensure the safe collection of children	✓	✓	✓		
Following the services procedures for late collection of children	✓	✓	✓	✓	
Developing safety procedures for the mass arrival and departure of children at the service		✓	✓		
Refusing to allow a child to depart from the service with a person who is not the parent/guardian or authorised nominee, or where there is not written authorisation of one of these (refer to Acceptance and Refusal of Authorisations Policy)	✓	✓	✓	✓	
Implementing the authorisation procedures in the event that a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment for will be collecting their child	✓	✓	✓		
Following the Authorisation procedures and contacting the parents/guardians or authorised nominees if an authorised person arrives to collect a child from the service	✓	✓	✓		
Following procedures in the event that an inappropriate person (refer to Definitions) attempts to collect a child from the service	✓	✓	✓		
Informing the Approved Provider as soon as is practicable, but within 24 hours, if a child has left the service unattended by an adult or with an unauthorised person (refer to Definitions)	✓	✓	✓		
Following Procedures for the late collection of children	✓	✓	✓		
Maintaining educator-to-child ratios at all times children are in attendance at the service (including when children are collected late from the service)		✓	✓		
Ensuring the entry/exit doors and gates are kept closed during program hours		✓	✓		
Displaying an up to date list of the telephone numbers of the Approved Provider, DET, Child FRIST, DHS Child Protection Service and the local police station		✓	✓		
Complying with the services Transporting Children Safely and Road Safety Policy	✓	✓	✓		
Completing the authorised nominee section of the child's enrolment before their child attends the service				✓	
Signing and dating permission forms for excursions				✓	

	Ensuring educators are aware that their child has arrived at/been collected from the service				✓	
	Collecting their child on time at the end of each session				✓	
	Signing their child in and out of care by the at the time of the child's arrival and departure				✓	
	Alerting educators if they are likely to be late collecting their child				✓	
	Providing written authorisation where children require medication to be administered by educators, and signing and dating it for inclusion in the child's medication record (refer to Definitions)				✓	
	Supervising their own child before signing them into the program and after they have signed them out of the program				✓	
	Familiarising themselves with the service's Transporting Children Safely and Road Safety Policy				✓	
	Supervising other children in their care, including siblings, while attending or assisting at the service				✓	
	Ensuring no child is left unattended in their car				✓	
	Notifying the service if they wish their child to access school bus transport, making arrangements with the local school and completing the relevant forms at respective services				✓	
	Contacting Early Years administration to notify them if their child will be absent from the bus				✓	
	Paying a late collection fee if required by the service's Fees Policy				✓	
	Following this policy and it's procedures					✓
	Signing in using the service's visitors register					✓
<b>4.</b>	<p><b>DEFINITIONS</b></p> <p>The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the <a href="#">Glossary of Terms – Early Years</a>.</p> <p><b>Attendance record:</b> Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).</p> <p><b>Authorised nominee:</b> (In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.</p> <p><b>Duty of care:</b> A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.</p>					

**Inappropriate person:** A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for them to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

**Incident, Injury, Trauma and Illness Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises. Details required include the:

- Name and age of the child.
- Circumstances leading to the incident, injury, trauma or illness (including any symptoms).
- Products or structures involved.
- Time and date.
- Details of action taken by the service including any medication administered, first aid provided or medical personnel contacted.
- Details of any witnesses.
- Names of any person the service notified or attempted to notify, and the time and date of this.
- Signature of the person making the entry, and time and date of this.

These details must be kept for the period of time specified in Regulation 183.

**Medication record:** Contains details for each child to whom medication is to be administered by the service. This includes the child's name, age, signed authorisation to administer medication and a record of the medication administered, including time and date last administered, time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication if required (Regulation 92).

**Serious incident:** A serious incident is defined in Regulation 12 as:

1. the death of a child
  - while that child is being educated and cared for by an education and care service; or
  - following an incident occurring while that child was being educated and cared for by an education and care service;

Any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service

- which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
- for which the child attended, or ought reasonably to have attended, a hospital;

**Example—**

A broken limb.

Any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;

**Example—**

Severe asthma attack, seizure or anaphylaxis reaction.

Any emergency for which emergency services attended;

Any circumstance where a child being educated and cared for by an education and care service—

- Appears to be missing or cannot be accounted for; or
- Appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
- Is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

	<p><b>Unauthorised person:</b> (in relation to this policy) is any person who has not been listed as an authorised nominee on the child's enrolment form.</p>
<b>5.</b>	<b>PROCEDURE</b>
<b>5.1</b>	<p><b>KIOSK – SIGN IN / SIGN OUT</b></p> <p>Upon enrolment parents/guardians will need to nominate any additional authorised nominees to deliver and collect children from the service. This may include authorising Early Years staff to deliver and/or collect their child prior to transporting them to</p> <p>All Early Years services use an electronic attendance system via a Kiosk. Any authorised person, including Early Years educators, signing children in and out of the service, will have their own unique code for accessing the Kiosk. Early Years staff will assist any authorised person to set up their unique code.</p> <p><b>Early Years staff will sign children in and out of care using the Kiosk if:</b></p> <ul style="list-style-type: none"> <li>• Person delivering or collecting their child has been unable to sign in due to immediate circumstances</li> <li>• authorised by parents to sign child/ren in or out while child is being transported between services, as part of the Early Years program outside of excursions.</li> </ul> <p><b>Mobile sign in / sign out</b></p> <p>All Early Years service mobiles can be used to access the electronic attendance system to sign children in and out of care if they are being</p> <ul style="list-style-type: none"> <li>- collected from or delivered to the bus</li> <li>- collected from or delivered to school grounds or private residence</li> </ul>
<b>5.2</b>	<p><b>Parents/guardians are able to add additional authorised nominees:</b></p> <p><b>Written authorisation</b> emailed to <a href="mailto:earlyyears@mthcs.vic.gov.au">earlyyears@mthcs.vic.gov.au</a> or a <b>Enrolment Form Change of Details</b> form outlining the following details of the authorised nominee:</p> <ul style="list-style-type: none"> <li>- First and last name</li> <li>- Address</li> <li>- Contact number</li> <li>- Name of the child and service the nominee is being authorised for</li> </ul> <p>Early Years admin staff will then add these details to the child's enrolment.</p> <p><b>QK enrol</b></p>
<b>5.3</b>	<p><b>RISK ASSESSMENT</b></p> <p>All early years services who</p> <ul style="list-style-type: none"> <li>- have children arriving and departing by school bus</li> <li>- are collecting or delivering children from school grounds or private residence</li> <li>- are transporting children between MTHCS Early Years services</li> </ul> <p>Are required to complete annual risk assessments. If any information outlined in risk assessments changes throughout the year (e.g. number of children, route, contact details, etc.) or any incidents occur relating to the activity and risk assessment (e.g. child injured, unaccounted for, etc.), the risk assessment will need to be reviewed and updated accordingly.</p>



5.4	<p><b>Children Arriving and Departing by school bus</b> (Manangatang Preschool, Sea Lake Preschool, Ouyen Preschool, Murrayville Early Learning Centre ONLY) Any parent/guardian who is wanting their child to use the school bus service will need to contact the school directly to organise the correct documentation and ensure that their child meets the eligibility criteria for accessing the bus service.</p> <p><b>Completed documentation required for Early Years records</b></p> <ul style="list-style-type: none"> <li>- <b>Form 1 – Application for Permission to Travel</b></li> <li>- <b>Form 6 – Written undertakings for pre-school students</b></li> </ul> <p>Early Years Manager or Director of Community Services and service Nominated Supervisor</p> <p>are required to co-sign and approve Form 6 – Written undertakings for Pre-school students.</p> <p>It is the responsibility of the parent/guardian to notify Early Years admin on 50910292 or <a href="mailto:earlyyears@mthcs.vic.gov.au">earlyyears@mthcs.vic.gov.au</a> as soon as possible if their child is going to be absent from the bus service.</p> <p><b>CONTACT DETAILS</b></p> <p>Early Years Manager and service Nominated Supervisor are responsible for ensuring the school and bus driver have the correct contact details for the Early Years service, and ensuring the Early Years service has the correct contact details for the school and bus driver.</p>
5.4.1	<p><b>AT THE EARLY YEARS SERVICE SITE</b></p> <p><b>Drop off</b></p> <ul style="list-style-type: none"> <li>- The bus driver will beep the horn when they arrive at the designated drop off location of the Early Years' Service to alert educators of their arrival. If an educator does not arrive promptly to meet the bus, the bus driver will call the Early Years' service directly.</li> <li>- An educator will meet the bus at the designated drop off location and accompany the child to the Early Years' service.</li> <li>- The educator will sign the child in using the Kiosk and complete their section of the paper-based drop off/pick up list.</li> <li>- A second educator who has sighted the child arriving will co-sign the paper based drop off/pick up list to ensure children coming off of the bus are accounted for</li> </ul> <p><b>Pick up</b></p> <ul style="list-style-type: none"> <li>- An educator will escort the child out to the bus and ensure they safely embark the bus.</li> <li>- Once the child is no longer in the care of the Early Years' service, the educator who sighted the child departing will sign the child out of the EY services care using the QK enrol app on the service mobile or tablet and complete their section of the paper-based drop off/pick up list.</li> <li>- A second educator who witnessed the child departing will co-sign the paper based drop off/pick up list</li> </ul> <p><b>** Under No Circumstance **</b></p> <ul style="list-style-type: none"> <li>- Is the bus driver to allow a child who is coming in to the care of the Early Years' service to exit the bus without an Early Years educator being present and actively supervising at the designated drop off location</li> </ul> <p>If this or any other unsafe practises/incidents occur involving the bus driver or other children on the school bus, the Educator who has witnessed this will notify the Nominated Supervisor and complete an <i>Incident, Injury, Trauma and Illness Record</i> and contact the school and Early Years Manager to report the unsafe practises/incidents that occurred.</p>
5.4.2	<p><b>NOT AT EARLY YEARS SITE</b> (Sea Lake Early Learning Centre ONLY)</p>

	<p>Children at Sea Lake Early Learning Centre may arrive or depart via the school bus system at Tyrrell College. Educators will collect or drop off children at the Tyrrell College bus stop and walk to and from the Early Years' service via the school grounds with the children.</p> <ul style="list-style-type: none"> <li>- The Nominated Supervisor or Person in Day to Day Charge will ensure correct ratios are maintained at Sea Lake Early Learning Centre while an educator collects children from the Tyrrell College bus stop.</li> <li>- The Nominated Supervisor or Person in Day to Day Charge will check the children listed for the school collection on the paper based pick up list is correct and aligns with the weekly booking sheet. If the bookings don't align, Early Years Admin will be contacted by the Nominated Supervisor or Person in Day to Day charge to resolve the discrepancy.</li> <li>- The Educator collecting/dropping off children at Tyrrell College bus stop will take the <b>service</b> mobile and paper based pick up list with them, and notify other educators when they are leaving the premises to complete the school bus collection/drop off.</li> <li>- The Educator collecting/dropping off children at Tyrrell College bus stop will remain at the bus stop until all non-arrivals are accounted for / all children have safely entered their bus.</li> <li>- The Educator collecting children from Tyrrell College bus stop will not collect any children that are not listed on the paper based pick up list</li> <li>- The Educator collecting children from Tyrrell College bus stop will notify a school staff member of any children who have reported to the educator but are not on the pick-up list and leave those children in the care of the school.</li> <li>- The Educator collecting children at Tyrrell College bus stop will sign children into their care using the service mobile and paper based pick up list <u>as the child reports to them.</u></li> <li>- The Educator dropping off children at Tyrrell College bus stop will sign children out of their care using the service mobile and paper based pick up list <u>after the child has safely entered their bus.</u></li> <li>- Once all children on the pick up list are collected and accounted for, the educator will commence the walk back to Sea Lake Early Learning Centre with the children.</li> <li>- When the educator and school children arrive at the service, a second educator who sighted the children arriving will complete their section of the paper based pick up list to ensure all children are accounted for.</li> <li>- When the educator returns from dropping off the children at Tyrrell College bus stop, a second educator who sighted the children departing will complete their section of the paper based pick up list to ensure all children are accounted for.</li> </ul>
<p><b>5.5</b></p>	<p><b>SCHOOL COLLECTION</b> (Underbool Early Learning Centre ONLY)</p> <p>On Tuesdays and Thursdays, an educator from Underbool Early Learning Centre will walk to the school grounds to collect school children who are booked in for after school care and walk them back to the Early Years service.</p> <p>Any parent/guardian who is wanting their child to use the Early Years school collection service will need to contact Early Years Admin on 50910292 or <a href="mailto:earlyyears@mthcs.vic.gov.au">earlyyears@mthcs.vic.gov.au</a> to organise the correct documentation.</p> <p>The Nominated Supervisor and Early Years Manager or Director of Community Services are required co-sign and approve permission forms for the school collection service.</p>



5.5.1	<p><b>Collecting Children from Underbool Primary School</b></p> <ul style="list-style-type: none"> <li>- The Nominated Supervisor or Person in Day to Day Charge will ensure correct ratios are maintained at Underbool Early Learning Centre while an educator collects children from the Underbool Primary School grounds.</li> <li>- The Nominated Supervisor or Person in Day to Day Charge will check the children listed for the school collection on the paper based pick up list is correct and aligns with the weekly booking sheet. If the bookings don't align, Early Years Admin will be contacted by the Nominated Supervisor or Person in Day to Day charge to resolve the discrepancy.</li> <li>- The Educator collecting children from Underbool Primary School will take the <b>service</b> mobile and paper based pick up list with them and notify other educators when they are leaving the premises to complete the school collection.</li> <li>- The Educator collecting children from Underbool Primary School will remain at the school grounds until all non-arrivals are accounted for</li> <li>- The Educator collecting children from Underbool Primary School will not collect any children from the school grounds that are not listed on the paper based pick up list</li> <li>- The Educator collecting children from Underbool Primary School will notify a school staff member of any children who have reported to the educator but are not on the pick-up list and leave those children in the care of the school.</li> <li>- The Educator collecting children from Underbool Primary School will sign children into their care using the service mobile and paper based pick up list <u>as the child reports to them.</u></li> <li>- Once all children on the pick up list are accounted for, the educator will commence the walk back to Underbool Early Learning Centre with the children.</li> <li>- When the educator and school children arrive at the service, a second educator who sighted the children arriving will complete their section of the paper based pick up list to ensure all children are accounted for.</li> </ul>
5.6	<p><b>EARLY YEARS PEOPLE MOVER</b> (Located at Ouyen Child Care)</p> <ul style="list-style-type: none"> <li>- The person driving the vehicle will conduct a safety inspection before use</li> <li>- An adult must assist all children with fastening restraints correctly. Once all children are fastened, all restraints will be checked a second time to ensure they are fastened before commencing journey.</li> <li>- Children accessing the people mover as part of the Early Years Program must have written authorisation from a guardian or authorised nominee prior to use</li> <li>- If a child's guardian or authorised nominee is present while the child is accessing the people mover, written authorisation is not required</li> <li>- If a child is accessing the people mover, an adult must remain in the back of the vehicle to maintain supervision of the child</li> </ul>
6.	<p><b>Signing off attendance sheets at the conclusion of the session</b></p> <p>Quality Area 6, Element 6.2.1 (Transitions) assessors may sight records of children's arrivals and departures, with the signature of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child.</p> <ul style="list-style-type: none"> <li>- For any child who is collected late from the service, document the child's name and collection time at the bottom of the attendance sheet.</li> </ul>
7.	<p><b>SAFE COLLECTION OF CHILDREN</b></p>

**In the event that an unauthorised person arrives to collect a child or authorised nominee telephones the service to notify that such a person will be collecting their child.**

**The Nominated Supervisor will:**

1. request that the parent/guardian or authorised nominee email or text the authorisation if it is possible to do so, detailing the following information for the unauthorised person:

- name
- address
- contact number
- Name of the child the person is collecting

Photo identification will need to be obtained to confirm the person's identity

2. accept a verbal authorisation if it is not possible for the parent/guardian or authorised nominee to provide authorisation via email or text, provided the following procedure is followed:

- All details in step 1 are obtained verbally
- Two educators take the verbal authorisation message (recommended by DET)
- The verbal authorisation is documented and stored with the child's enrolment record for follow-up
- Photo identification is obtained to confirm the person's identity on arrival at the service
- ensure that parents/guardians or authorised nominees follow up a verbal authorisation by adding details of the new authorised nominee to the child's enrolment form via QK Enrol

3. ensure that text or email authorisations are printed and stored with the child's enrolment record

4. ensure the attendance record is completed prior to child leaving the service

5. refuse to release a child where authorisation is not/cannot be provided by the parent/guardian or authorised nominee

6. contact police if the safety of the child or service staff is threatened

7. implement late collection procedures if required

8. Notify the Approved Provider in the event that written authorisation is not provided for further follow-up or in the event of a serious incident.

Early childhood professionals have a duty of care not to endanger children at the service by knowingly placing them in a situation that could reasonably be expected to be dangerous, including releasing a child into the care of an inappropriate person (refer to *Definitions*).

**Where an educator believes that the parents/guardians or authorised nominee may be ill, affected by alcohol or drugs, or not able to safely care for the child, the following procedures must be followed:**

- Consult with the Nominated Supervisor or the Approved Provider, if possible.
- Advise the person collecting the child of their concerns and suggest contacting an alternative authorised nominee to collect the child.
- If the Nominated Supervisor or the Approved Provider fears for the safety of the child, themselves or other service staff at any time, contact the police immediately.
- Complete the *Incident, Injury, Trauma and Illness Record* and file with the child's enrolment form.
- Inform the Approved Provider as soon as is practicable, and at least within 24 hours of the incident.
- Inform the Regulatory Authority (DET) within 24 hours of a serious incident occurring (refer to *Definitions*).

**8. LATE COLLECTION OF CHILDREN**

	<p><b>In the event that the service has been notified of the late collection</b></p> <p>Where a parent/guardian or authorised nominee <b>has</b> notified the service that they will be late collecting their child, the Nominated Supervisor or Person in Day to Day Charge is responsible for:</p> <ul style="list-style-type: none"> <li>ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service</li> <li>contacting parents/guardians or the authorised nominee if the child has not been collected by the agreed time, and informing the Approved Provider of the situation</li> <li>Document the child's name and collection time at the bottom of the weekly attendance sheet</li> <li>Following the steps listed in <i>Uncollected Child Procedure</i> if parents/guardians or the authorised nominee do not arrive to collect the child and cannot be contacted.</li> </ul> <p><b>In the event that the service has not been notified of the late collection</b></p> <p>Where a parent/guardian or authorised nominee is late collecting their child and <b>has not</b> notified the service that they will be late, the Nominated Supervisor or Person in Day to Day Charge is responsible for:</p> <ul style="list-style-type: none"> <li>Ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service</li> <li>Contacting parents/guardians or the authorised nominee to request collection</li> <li>Informing the Approved Provider of the situation</li> <li>Document the child's name and collection time at the bottom of the weekly attendance sheet</li> <li>Following the steps listed in <i>Uncollected Child Procedure</i> if the parents/guardians or authorised nominee cannot be contacted.</li> </ul> <p><b>Late collection fee:</b></p> <p>A late collection fee may be charged in accordance with the <i>Fees Policy</i> in the above scenarios. This is to be determined by the Early Years Program Leader or Early Years Manager.</p>
9.	<p><b>UNCOLLECTED CHILD</b></p> <p><b>Where the parent/guardian or authorised nominee is late collecting their child and is unable to be contacted, the Nominated Supervisor and Person in Day to Day Charge is responsible for:</b></p> <ul style="list-style-type: none"> <li>ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service, this may mean that staff will remain on premises after the session has finished until other arrangements for the care of the child can be made.</li> <li>After 15 minutes of failing to contact a parent/guardian/authorised nominee, <ul style="list-style-type: none"> <li>informing the Approved Provider of the situation: <ul style="list-style-type: none"> <li>to determine which staff are to remain on site to care for the child until they can be relieved</li> <li>to determine if the child is able to be relocated to another of the MTHCS Early Years Services</li> </ul> </li> </ul> </li> <li>If after 30 minutes of the Approved Providers efforts to contact a parent/guardian/authorised nominee have failed, the Approved Provider will: <ul style="list-style-type: none"> <li>contact the local police or Child FIRST if a child has not been collected by this time(within a set time period to be determined by the service)</li> <li>Notifying DET as soon as is practicable if Police or CHILD FIRST have been contacted.</li> </ul> </li> </ul>
10.	<p><b>EVALUATION</b></p> <p>In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:</p> <ul style="list-style-type: none"> <li>Regularly seek feedback from everyone affected by the policy regarding its effectiveness.</li> <li>Monitor the implementation, compliance, complaints and incidents in relation to this policy.</li> <li>Keep the policy up to date with current legislation, research, policy and best practice.</li> </ul>

	<ul style="list-style-type: none"> <li>Revise the policy and procedures as part of the service's policy review cycle, or as required.</li> <li>Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.</li> </ul>
<b>Forms &amp; Records:</b>	<p>Form 1 – Application for Permission to Travel</p> <p>Form 6 – Written undertakings for pre-school students</p> <p><a href="#">Parents Authorisation for Regular Collection and Delivery</a></p> <p><a href="#">MMCCC Bus Drop off Pick Up List</a></p> <p><a href="#">School Bus Drop Off Pick Up List</a></p> <p><a href="#">Underbool School Collection List</a></p>
<b>Related MTHCS Policy / Procedure:</b>	<p><a href="#">Acceptance and Refusal of Authorisations Policy</a></p> <p><a href="#">Child Safe Environment Policy</a></p> <p><a href="#">Dealing with Medical Conditions Policy</a></p> <p>Emergency and Evacuation Policy</p> <p>Enrolment and Orientation Policy</p> <p>Excursions and Service Events Policy</p> <p>Fees Policy</p> <p>Incident, Injury, Trauma and Illness Policy</p> <p><a href="#">Privacy and Confidentiality Policy</a></p> <p><a href="#">Road Safety Education and Safe Transport Policy</a></p> <p>Supervision of Children Policy</p> <p><a href="#">Transporting Children Safely and Road Safety Education Policy</a></p>
<b>References:</b>	<p>Australian Children's Education and Care Quality Authority (ACECQA): <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></p> <p>Department of Education and Training (DET) Licensed Children's Services, phone 1300 307 415 or email <a href="mailto:licensed.childrens.services@edumail.vic.gov.au">licensed.childrens.services@edumail.vic.gov.au</a></p> <p><a href="#">Transporting Children: Centre-Based Services Fact Sheet</a></p> <p><a href="#">School Bus Program Fact Sheet</a></p> <p><a href="#">Infosheet-SafeTransportationOfChildren.pdf (acecqa.gov.au)</a></p> <p><a href="#">Safe Transportation of Children - Your Questions Answered (acecqa.gov.au)</a></p> <p><a href="#">Early Childhood Education, Kindergarten, Early Learning   Early Learning Association Australia (elaa.org.au)</a></p>
<b>Background and Legislation:</b>	<p><b>BACKGROUND</b></p> <p>A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to <i>Supervision of Children Policy</i>).</p> <p>The child may only leave the service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. An authorised person does not include a parent who is prohibited by a court order from having contact with the child. An exception is made in the event of a medical or other emergency (refer to <i>Incident, Injury, Trauma and Illness Policy</i> and <i>Emergency and Evacuation Policy</i>) and for excursions (refer to <i>Excursions and Service Events Policy</i>).</p> <p>The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.</p>

	<ul style="list-style-type: none"> <li>MTHCS has determined that the minimum acceptable age of an authorised nominee is 16 years of age.</li> </ul> <p><b>LEGISLATION</b></p> <p>Relevant legislation and standards include but are not limited to:</p> <p>Children, Youth and Families Act 2005 (Vic)</p> <p>Education and Care Services National Law Act 2010: Sections 167, 170</p> <p>Education and Care Services National Regulations 2011: Regulations 99, 168(2)(f)</p> <p>Family Law Act 1975 (Cth)</p> <p>National Quality Standard, Quality Area 2: Children's Health and Safety</p> <ul style="list-style-type: none"> <li>Standard 2.3: Each child is protected</li> </ul> <p>Children's Services Regulations 2020</p> <p>Children's Services Act 1996</p>
<b>Standards:</b>	<p>National Quality Standard – QA2 Children's Health and Safety</p> <p>Standard 2.3: Each child is protected</p> <p>QA6 Quality Area 6, Element 6.2.1 (Transitions) assessors may sight records of children's arrivals and departures, with the signature of the person responsible for verifying the accuracy of the record and the identity of the person collecting the child.</p> <p>ISO 9001:2015 – 8.5, 7.5.3</p>