

PROVISION OF CARE – DELIVERY AND COLLECTION OF CHILD

POLICY

For the well being and protection of the child, sound arrival and departure procedures are required. A Educator must ensure that the child can only leave with a custodial parent or guardian or a person authorised in writing by the parent.

Accurate attendance records which show times of arrival and departure and which are signed by the person responsible for the child, protect the rights of the child, parents and Educator.

Procedures need to be in place to provide for school children aged over 10 years of age to arrive at and leave a Family Day Care premises unaccompanied by a parent or Educator. Arrangements agreed to by the parent and the Educator should be written and signed by both parent and Educator for the protection of the child, the parent and the Educator. Procedures should include a plan to be followed if a child fails to arrive at Family Day Care premises at the regular agreed time.

PROCEDURE

1. When a child who is to stay at a Family Day Care home arrives at the home, the authorised Educator must receive the child.
2. The person who brings the child to Family Day Care is to record on the attendance record the time of the child's arrival and sign the record.
3. The person who receives the child from Family Day Care is to record on the attendance record the time of the child's departure and sign the record.
4. When a child leaves Family Day Care, the Educator must ensure the person who receives the child is the child's parent or a person who is authorised in writing by the child's parent to receive the child.
5. If it is not possible to comply with the above the Educator must ensure that alternative arrangements that secure the safety and welfare of the child have been made before the child is permitted to leave.
6. Where school age children arrive at or leave the Family Day Care home unaccompanied by a parent, the arrival and/or departure shall be in accordance with procedures agreed to in writing by the child's parent or guardian.
7. Authorised persons collecting children should be capable of acting in a responsible manner and be at least 16 years of age.
8. At the time of collection, the carer should tell the parent details of the child's day, any medication given, any accidents/incidents (ensure forms are signed), and information about meals, sleeps and nappy/clothing changes
9. Educators should be contacted as soon as possible if a child is to be absent for the day.
10. The Educator must be informed of any intended holidays or if a child will not be attending for an extended period. (If no notification is given for 5 days, the Family Day Care place will become vacant).

Source: FDC National Standards Guide
National Law, Regulations and Standards (ACECQA 2011)

Reviewed September 2005, October 2008, July 2009, July 2012