



# Nature Alliance Family Day Care Service

Delivery & Collection of Children



## THE POLICY IN THIS SECTION IS REQUIRED BY

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 165; 165A; 167; 175; 189

Education and Care Services National Regulations, 2012 – ‘Regulations’:99 (1)(2)(4)(5); 158 – 159; 168 (2)(f); 176

## POLICY

A Family Day Care Educator and Educator Assistant must ensure that a child who is being educated and cared for as part of a Family Day Care Service is signed into care on arrival and does not leave the residence or approved Family Day Care venue except in accordance with sub-regulation (4). The child must be signed out on departure.

Accurate Attendance Records must be maintained at all times as a legal requirement and to ensure that all children are covered by Public Liability Insurance.

There may be times when a parent / authorised person may not be able to deliver or collect their child. Procedures must be in place to ensure the safety and wellbeing of children who are placed in the care of other people.

Nature Alliance FDC Service endeavours to embed the National Principles for Child Safe Organisations in all practices and promotes a culture of safety and wellbeing to minimise the risk of harm to children.

## PROCEDURES:

1. The child may only leave the Family Day Care residence or approved venue or site of excursion if the child:
  - a. Is given into the care of;
    - i. a parent of the child that is listed on the enrolment record; or
    - ii. an authorized nominee named in the child’s enrolment record; or
    - iii. a person authorised by a parent or authorised nominee named in the child’s enrolment record to collect the child; or
    - iv. a person authorized by the child’s parent via contact by telephone, text or email. In this instance the Family Day Care Educator must:
      - ensure photo identification of the authorised person is checked and the details recorded in the Harmony information bubble.
      - follow sign in/out procedures including noting in the information bubble why the educator has used their PIN.
  - b. Is given into the care of a person or taken outside the premises because of medical, hospital treatment or any other emergency. The educators will sign the child out using their PIN and make note in the Harmony information bubble.
  - c. It is recommended that no child be released into the care of a person who is under 16 years of age.
2. All children must be signed in and out of care electronically at the time of arrival and on departure by the parent or authorised nominee. The Family Day Care Educator and or Educator Assistant is responsible for the supervision of children from the time the parent signs the child into care until the time the parent signs the child out of care. It is essential that the parent is made aware that once the children are signed out, they become the responsibility of the parent.

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3. If the parent forgets to sign the child in or out, the Educator or Educator Assistant will use their PIN and make a note in the Harmony information bubble.
4. A child who is delivered and collected from school by the Educator or Educator Assistant will be signed in and out by the Educator or Educator Assistant, using their own PIN at the times the child was released from care or collected from the school. If this is not possible due to internet or device not available, the Educator will sign them in or out at the earliest possibility and note the “actual time” in the Harmony Bubble. An explanation will be included in the bubble if the child is not collected within 15 minutes of the school end of session time.
5. A child must not be released into the care of a parent who is prohibited by a court ‘Parenting Order’ from having contact with the child. Details of any court orders, parenting orders or parenting plans provided to the Educator relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child must be sent through to the Service. This should take place at the time of enrolment or when the Parenting Order or plan has been instigated by the courts.
5. The Family Day Care Educator will inform parents of their responsibility to provide the Family Day Care Educator with a copy of any current ‘Parenting Order’ or any court documents relevant to the child.
6. If a parent who is not authorised on the child’s enrolment form arrives to collect the child but provides a current court ‘Parenting Order’ which gives them legal access, the child will be released, and the enrolling parent will be notified. However, where parents of a child are in conflict and the Family Day Care Educator has reason to believe releasing a child to a parent / authorised person may place the child’s immediate safety and welfare at risk, the Family Day Care Educator will act in a manner that is consistent with the Family Day Care Service’s duty of care to that child. In such cases the Family Day Care Educator can contact the other parent or the appropriate authorities and will attempt keep the child at the Family Day Care residence or venue until the situation is resolved.
7. If an authorised person has not collected the child after the booked session of care, the Family Day Care Educator will contact the parent or authorised persons to arrange for the child to be collected.
8. If the Family Day Care Educator is unable to contact the parent or authorised persons within a period of 30 minutes after the booked times the Educator will contact the Family Day Care Service. The Service will assess the individual family’s situation and if deemed necessary, will contact Crisis Care and/or the police or instruct the Educator to make the calls.
9. The Educator and Educator Assistant are responsible a
9. If an authorised person arrives to collect the child and is intoxicated or in an unfit state to drive the Family Day Care Educator:
  - i. will encourage the person to contact an alternative driver/taxi;
  - ii. may offer to drive the child home at a later time; and
  - iii. will note the vehicle registration number and notify the police if the person insists on driving with the child.
  - iv. will complete an Incident Report within 24 hours of the event.
10. In the case of a serious incident occurring as prescribed in Chapter 1, 12 of the *Education and Care National Regulations* the procedure for *serious incident* needs to be followed. (Refer to *Serious Incidents, Emergency and Evacuation Policy*)

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**SUPPORTING DOCUMENTS:**

To implement this Policy, refer to:  
Policy 4 Serious Incidents, Emergency and Evacuation

Related documents:  
Nature Alliance Code of Conduct

Source:  
Childcare Desktop  
National Principals of Child Safe Organisations

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