



**ACT**  
Government  
Education

# ACT PUBLIC PRESCHOOLS DELIVERY AND COLLECTION OF CHILDREN PROCEDURE

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**Education Directorate**

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## Glossary

<b>Term</b>	<b>Definition</b>
<b>Regulatory authority</b>	Children’s Education and Care Assurance (CECA), who undertake investigation, compliance, enforcement and assessment and rating functions against the <a href="#">National Quality Standard</a> .
<b>Approved provider</b>	Approved providers must operate approved services that meets the obligations in the <a href="#">National Law</a> . Approved providers must exercise effective leadership, governance and management to meet their legal obligations. Providers must also employ suitably qualified and experienced nominated supervisors, educational leaders, coordinators and educators.  In the case of government preschools in the ACT, the approved provider is the ACT Education Directorate.
<b>Setting</b>	An early childhood education and care service (centre-based) under the <a href="#">National Law</a> that provide education and care services. For the purposes of this procedure, these settings are public preschools (managed by ACT Education Directorate as the approved provider and undertaking the government preschool program for four-year-olds).
<b>Guardian</b>	A person who is legally responsible for the care and wellbeing of a child.
<b>Authorised person</b>	A parent* or family member of a child who is being educated and cared for by an ACT public preschool; or an authorised nominee of a parent or family member of a child who is being educated and cared for by an ACT public preschool.  * Does not include a parent who is prohibited by a court order from having contact with the child.
<b>Authorised nominee</b>	A person who has been given permission by a parent or family member to collect a child enrolled in an ACT public preschool.
<b>Nominated supervisor</b>	As part of an application for service approval, approved providers must identify the

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	<p>nominated supervisor for the service. The nominated supervisor must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service.</p> <p>In the case of government preschools in the ACT, the nominated supervisor tends to be the principal of the associated school campus.</p>
<b>Person in day-to-day charge</b>	<p>The approved provider and/or nominated supervisor needs to designate a responsible person to be placed in day-to-day charge of a service if the approved provider and/or nominated supervisor is not present. The person in day-to-day charge must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service.</p> <p>The person nominated to be in day-to-day charge must accept this responsibility in writing. The nominated person must have adequate knowledge and understanding of the provision of education and care to children and be able to effectively manage a service.</p> <p>A record that demonstrates who is the responsible person in day-to-day charge should be in place. Being in day-to-day charge of a service does not place any additional legal responsibilities on the person under the <a href="#">National Law</a>. The responsibilities relevant to educators under the <a href="#">National Law</a> continue to apply.</p> <p>An approved provider does not have to appoint a person in day-to-day charge if a nominated supervisor(s) or an approved provider is to be the responsible person in attendance during service operational hours.</p>
<b>Educators</b>	<p>Qualified staff who work directly with children to meet their developmental and educational needs. It includes staff who are tertiary qualified teachers.</p>
<b>Educational leader</b>	<p>The <a href="#">National Law</a> requires approved providers to designate, in writing, a suitably qualified and experienced educator, coordinator or other individual as educational leader.</p>
<b>Blue Book</b>	<p>Personal Child Health Record used to record a child's health, illnesses, injuries, growth and development.</p>
<b>Centre-based service</b>	<p>An education and care service other than a family day care service.</p>
<b>Obligations to notify</b>	<p>Approved providers and services have an obligation to notify CECA about incidents, complaints and changes to information about the approved provider or approved service. This includes serious incidents, complaints and circumstances where the health, safety or wellbeing of children may have been put at risk.</p>
<b>Quality improvement obligations</b>	<p>Approved provider must ensure a Quality Improvement Plan (QIP) is in place for each service.</p> <p>The QIP is for providers and services to self-assess their performance in delivering quality education and care and to improve that performance. The QIP should reflect the unique context of a service and be communicated in a way that is meaningful.</p>
<b>Compliance obligations</b>	<p>The National Regulations detail the minimum operational requirements for services. Providers, service leaders and educators. There should be embedded processes in place to monitor compliance within each setting.</p> <p>This <a href="#">Self-assessment of Compliance Tool</a> has been developed by CECA to assist providers, service leaders and educators to gain a knowledge and application of the</p>

	National Regulations.
<b>Emergency</b>	An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the setting.
<b>Excursion</b>	An outing organised by a teacher which has been approved by the principal and includes written authorisation made by a parent/carer. It does not include an outing on the school site adjacent to a preschool if the child/children leave the preschool premises in the company of an educator, or the child or children do not leave the school site.

## Obligations

ACT Public Preschools must meet the obligations of the [National Law](#), including Regulation 168, which states that education and care services must have policies and procedures in relation to the following:

- health and safety, including matters relating to:
  - nutrition, food and beverages, and dietary requirements;
  - sun protection;
  - water safety, including safety during any water-based activities;
  - the administration of first aid; and
  - sleep and rest for children.
- incident, injury, trauma and illness procedures;
- dealing with infectious diseases;
- dealing with medical conditions in children;
- emergency and evacuation;
- delivery of children to, and collection of children from, education and care service premises;
- excursions;
- providing child-safe environments;
- staffing, including:
  - a code of conduct for staff members;
  - determining the responsible person present at the service; and
  - the participation of volunteers and students on practicum placements.
- interactions with children;
- enrolment and orientation;
- governance and management of the service, including confidentiality of records;
- the acceptance and refusal of authorisations;
- payment of fees and provision of a statement of fees charged by the education and care service; and
- dealing with complaints.

## 1. Overview

- 1.1. This procedure must be read in conjunction with the:
  - [Supervision of Students on School Sites Policy](#);
  - *ACT Public Preschool – The Acceptance and Refusal of Authorisations Policy*;
  - *ACT Public Preschool – Acceptance of Authorisations Procedure*; and
  - [Unwelcome visitor to schools](#) handbook.
- 1.2. This document describes the standard delivery and collection of children from ACT public preschools. It outlines the roles and responsibilities of all educators and parents/carers of children enrolled in these settings. The procedure provides established expectations regarding the release of children to authorised nominees.
- 1.3. This procedure relates to obligations under [Regulation 99](#) of the [National Law](#) and should be used to ensure compliance against the Compliance Guide.

## 2. Rationale

- 2.1. In accordance with provider approval conditions, this procedure aims to comply with the requirements set out within the [National Law](#).
- 2.2. The aim of this procedure is to ensure all parents and preschool staff are aware of responsibilities and processes that support the safe delivery and collection of children.

## 3. Procedures

### *Delivery*

- 3.1. The preschool day typically begins at 9am. Some schools have elected to change the start time of the preschool sessions to an alternate time, such as 8:45am. Parents, guardians and authorised nominees are expected to remain with their preschool child until the session start time.
- 3.2. Once the preschool day begins, parents, guardians and authorised nominees are invited to support their preschool child to settle into the preschool day and develop self-helps skills by participating in experiences that encourage independence. These may include unpacking their school bag, signing into preschool, and greeting educators and peers.
- 3.3. Parents, guardians and authorised nominees are encouraged to connect with educators and the preschool learning environment on regular basis, modelling respectful greetings and interest in learning.
- 3.4. Morning routines will be established by preschool educators in a manner that support connection among the learning community and effective transitions.
- 3.5. Educators will ensure that all children in attendance will be signed into the online administrative tool, Sentral, upon arrival.
- 3.6. Late arrivals to preschool will be marked as a partial absence and families are required to sign their child in or attend front office for sign-in to Sentral.

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- 3.7. In the case of an offsite preschool, families may sign their child in with their child's preschool teacher.

### **Collection**

- 3.8. The preschool day typically finishes at 3pm. Some schools have elected to change the end of the preschool sessions to an alternate time, such as 2:45pm. Children will be released upon sighting a parent, guardian or authorised nominee identified within the child's enrolment record.
- 3.9. When a child is collected outside of regular hours this will be marked as a *partial absence*. Educators must ensure that a parents, guardians or authorised nominees are sighted upon collection and that children are either signed out in the allocated register or via Sentral.
- 3.10. In the event of an unwelcome visitor who is not authorised to collect a child from preschool, Education ACT employees are expected to contact the school principal and consult the [Unwelcome Visitors to Schools Handbook](#).

### **General**

- 3.11. In accordance with the [National Law](#), children may only leave the preschool/school premises:
- with an authorised parent, guardian or authorised nominee who has been authorised to collect the child, and is named within the child's official enrolment file;
  - with written permission provided by an authorised parent, guardian or an authorised nominee who has been granted permission to do so within the child's official enrolment file;
  - if the child requires medical, hospital or ambulance care or treatment or in the case of another emergency.
- 3.12. In accordance with 102AAB Safe Arrival of Children Policies and Procedures schools must ensure that procedures are in place to allow the safe arrival and departure of children. The approved provider of the education and care service must consult with staff of the service, families of the children being educated and cared for by the service and children being educated and cared for (where applicable).
- 3.13. A parent who is prohibited by a court order from having contact from the child is not considered an authorised parent for the purposes of this procedure.
- 3.14. If a child attends a family daycare service or an after-school care service, persons responsible for collecting children must be identified as authorised to do so by the child's parent, guardian or authorised nominee.
- 3.15. Under no circumstances should a child leave the preschool premises without authorisation by a parent, guardian or authorised nominee named within the child's enrolment record.
- 3.16. When authorisations to collect a child are made via phone, these conversations must

be documented in writing and retained on the child's enrolment record.

#### 4. Responsibilities

- 4.1. Parents and guardians are responsible for maintaining current and up to date personal contact details and those of authorised nominees.
- 4.2. Nominated supervisors will ensure that details of authorised nominees will be communicated with all educators.
- 4.3. Nominated supervisors will ensure the effective management of these records within student enrolment files.
- 4.4. All Directorate staff are responsible for ensuring the release of children from preschool to parents, guardians or authorised nominees.
- 4.5. Nominated supervisors must ensure that a risk assessment for the purpose of safe arrival of children is conducted in accordance with regulation 102AAC.

Risks identified from this risk assessment have been addressed within policy and procedure (regulation 102AAC) as well as other matters required under regulation 102AAC, including:

- the age, developmental stage and individual needs of the child.
- the role and responsibilities of the following persons (if applicable)—
  - in the case of a child who leaves the service premises to travel to an education and care service premises of another education and care service, the nominated supervisor of each service;
  - the child's parent;
  - an authorised nominee named in the child's enrolment record;
  - a person authorised by— A. the child's parent; or B. an authorised nominee named in the child's enrolment record.
- the role and responsibilities of the service the care of which the child is entering or leaving.
- the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel.
- the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel.
- the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision.
- the proposed route and destination, including any proximity to harm and hazards.
- the process for entering and exiting—
  - the service premises; and
  - the pick-up location or destination (as required);
  - the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).



## 5. Contact

- 5.1. The Director, School Improvement is responsible for this procedure.
- 5.2. For support contact School Operations on 6205 3313 or email [SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)

## 6. Monitoring and review

- 6.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

## 7. Complaints

- 7.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
  - the school principal in the first instance;
  - the Directorate Feedback and Complaints team on (02) 6205 5429 or through the [online form](#); and
  - ACT Education's Regulatory Authority, Children's Education and Care Assurance on [\(02\) 6207 1114](tel:0262071114) or [complaintsCECA@act.gov.au](mailto:complaintsCECA@act.gov.au).
- 7.2. For more information also refer to the [Complaints Policy](#) on the Directorate's website.

## 8. Related Policies and Implementation Documents

- Preschool Delivery and Collection of Children Risk Assessment
- Supervision of Students on School Sites Policy
- Supervision of Students of School Sites Guidelines for Staff
- ACT Public Preschool – Acceptance and Refusal of Authorisation Policy
- ACT Public Preschool – Acceptance and Refusal of Authorisation Procedure
- Education ACT Records Management Policy
- Education ACT Access to Student Records Policy
- Written Authorisation Enrolment Form Insert Authorised Nominee

## 9. References

- [Education and Care Services National Regulations](#)