

Early Years Services – QA2.4 Delivery of children to, and collection from, education and care service premises

TRIM Reference: D14/94973 Due for Review: 11 October 2025
Responsible Officer: Coordinator Early Years

Purpose

The transition of children to, and away from, a service requires particular attention, particularly given how busy it can be at certain times and the number of people coming and going. Safeguarding children during their delivery to, and collection from, the service premises can be enabled by the creation of policies and procedures and an effective process for their implementation.

This policy outlines Surf Coast Shire Council's commitment to ensure:

- a consistent and safe process for the arrival and departure of all children attending Surf Coast Shire Council Early Years Services;
- all children are collected by an authorised person as defined below in the authorised person section;
- the education and care service are aware of the different responsibilities that adults may have regarding a child.

Policy Principles

Evidence of link to National Quality Standards: 2.3.2, 7.3.5

Evidence of link to Education & Care Services National Regulations: 99, [102](#) 158-159, [161](#), & 168 (2) (g)
Victorian Children's Services Regulations 2020

Scope

All Surf Coast Shire Council Early Years Services staff, children and families accessing the services.

Policy

Rationale

"The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the premises except in accordance with r. 99 (4), (Education & Care Services National Regulations 2011).

Children Services Regulations Victoria 2009~~20~~[20](#): ~~r. 72~~.

Policy

All parents and authorised persons have access to the relevant Surf Coast Shire Council Early Years Service and their children at all times; unless relevant Court Orders are held by the service that specify otherwise.

Procedure

The Early Years' Service responsible person has the responsibility to ensure that:

- A copy of all Court Orders in relation to residence and specific issue orders must be provided to the service upon enrolment or as obtained. These documents will be attached to the child's records and treated confidentially.
- Parents need to notify the service of any changes to these documents as soon as they occur.
- If the service does not have a copy of Court Orders it will assume that both parents/guardians have equal custody of the child therefore both have access.
- In the event that a parent/guardian breaks a Court Order and seeks access to the child, staff/educators will contact the parent/guardian with custody entitlements and the police immediately.

- If the staff/educators are placed in a position where the health safety and well-being of the child, their own safety and that of others at the service is at risk, they should enact the service's Emergency Management Plan (located at the education & care service) and contact the police.
- The service Team Leader and Early Years Coordinator are to be contacted.
- If a child that has been identified as 'at risk' does not attend the service and the service has not been notified, staff are to contact the family to check in

Parents/Guardians have a responsibility to ensure that:

- The service is provided with a copy of all current Court Orders in relation to their child.
- The service responsible person is notified if there are any changes to these orders as soon as they occur.
- Parents/guardians must provide in writing the name of the person or persons who are authorised to collect their child from the education and care service. An authorised person must be 18 years or older.

Sign in/sign out

- ~~Children must be signed in and out either paper based or electronically at the service via the Attendance Sheet.~~
- ~~For paper based the child's name, time of arrival, expected time of departure must be written clearly and signed by the person delivering and collecting the child.~~
- ~~The parent/guardian must notify the staff and record on the Attendance Sheet either paper based or electronically, if someone other than the parent or guardian will be collecting the child.~~

Children are only permitted to leave the service premises if (regulation 99):

- They are given into the care of a parent, an authorised nominee named in the child's enrolment record, or a person authorised by the parent or authorised nominee.
- They leave in accordance with the written authorisation of the child's parent or authorised nominee
- They are taken on a regular outing or an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee.
- They are given into the care of a person, or taken outside the premises, because the child requires medical, hospital or ambulance care or treatment, or because of another emergency.
- No child will be released into the care of a person who is not identified on the enrolment form without prior notice from the parent/guardian. Where verbal notice is given this is to be followed up with written permission from the parent/guardian within 7 days.
- Parent/guardian introducing the adult who may collect their child is ideal; where this is not possible photo identification is required.

Sign in/sign out

- Children must be signed in and out either paper ~~based or electronically~~ or paper based at the service or upon arrival/departure at the bush/beach kinder site via the Attendance Records.
- For paper based the child's name, time of arrival, expected time of departure must be written clearly and signed by the person delivering and collecting the child.
- The parent/guardian must notify the staff and record on the Attendance ~~Sheet~~ Record either paper based or electronically, if someone other than the parent or guardian will be collecting the child.

Authorised persons

- No child is to be released to persons other than those nominated by parents/guardians and recorded in the Child Enrolment Record (located at the education & care service).
- Parents/guardians must provide in writing the name of the person or persons who are authorised to collect their child from the education and care service. An authorised person must be 18 years or older.
- Any change to an authorised person, including a Family Court document, requires the Child Enrolment Record to be updated.
- Verbal authorisation, along with a description of the person, can be accepted for a new person to collect the child in an emergency, but this must be followed up with written permission from the parent/guardian within 7 days.
- People unfamiliar to the education and care service may be required to provide photo identification or other satisfactory identification before a child is released into their care.

Unauthorised persons

- An unauthorised person includes:
 - a person who is prohibited by a Court Order from having contact with the child or,
 - a person who does not have written permission from the child's parent/guardian to collect them from the service.
- If an unauthorised person arrives to collect a child, the child must not be released into that person's care until a parent/guardian is contacted to verify that the person is authorised to do so.
- Verbal authorisation, along with a description of the person, can be accepted for a new person to collect the child in an emergency, but this must be followed up with written permission from the parent/guardian within 7 days. Proof of identification must be sighted at pick up (driver's license).
- A child may only be taken from the service by staff/educators or they are given into the care of a person, or taken outside the premises without parental consent if the child requires medical, hospital or ambulance care or treatment, or because of another emergency. ~~urgent medical treatment or if there is an emergency at the service.~~ In these situations, the child's parent/guardian will be notified as soon as possible.

Collection of Children by Unfit Person

- A child will not be given into the care of a person if the staff/educator has reasonable grounds to believe that doing so would place the child in danger, even if the person in question has lawful authority to collect the child.
- Situations where concern may occur include:
 - A parent/guardian or other person who is authorised to collect the child seems too ill, or affected by alcohol or drugs, to safely care for the child.
 - Where a person collecting a child from the service is believed to be under the age of 18 and they cannot provide proof of age.
 - If unknown to the staff/educator, authorised persons (as listed on the enrolment form, or advised by the parent/guardian verbally) will be requested to show photo identification when collecting the child.

In this situation staff/educators will:

- Contact one of the other people who is authorised to collect the child, and arrange alternate means for the collection of the child.
- If the staff/educators are placed in a position where the health safety and well-being of the child, their own safety and that of others at the service is at risk, they should enact the service's Emergency Management Plan (located at the education & care service – (inclusive of the Lockdown Plan) and contact the police.
- The service Team Leader and Early Years Coordinator are to be contacted.

~~Non-Collection~~Non-Collection of Children

If the designated person fails to collect a child from the centre/premises within 15 minutes of closing time and no contact has been made with the service the following procedure will take place:

- The service staff/educator will contact the parents/guardians on the telephone numbers given.
- If no contact can be made, the emergency contacts will be called in turn and asked to collect the child.
- If emergency contacts can't be reached staff/educator will stay with the child until contact with parents/guardians can be made.
- If contact is not able to be made with parents/guardians after one hour, the staff member/educator will consult with the relevant Early Years Team Leader, Coordinator Early Years and the police will be contacted and the Department of Education will be notified (DE).

Late Pick- up of Children Fees

- Early Years Services will work in partnership with families to avoid the need to apply a late pick up of children fee wherever possible.
- Special circumstances i.e. traffic accident or vehicle breakdown, will be given consideration in relation to the administration of late ~~pick-up~~pick-up fees.
- Whenever possible the parent(s)/guardian(s) are to phone the service to advise they will be late to collect their child.
- For repeated late collection of child/ren the following steps will apply:
 - Teacher will speak to parent/s
 - Team leader will speak to parent/s

- Written warning
 - Late collection fee will be charged
- Where it is determined that a late pick up fee applies; this will be charged to parents/guardians for each child not collected from the service by closing time.
- The fee charged for late collections is determined by:
 - The service's need to recoup expenses incurred in employee overtime wages.
 - The need to deter families from making a habit of late collections.

School Bus Travel – to be reviewed annually

Lorne Kindergarten – Children traveling to the Lorne Kindergarten via the Lorne P-12 school bus.

For children that travel to Lorne Kindergarten via the Lorne P-12 school bus the following steps need to apply to meet the safe transportation of children requirements.

Note: This is a transport service that does not form part of the Education and Care service operations and the children are not under the care of the approved provider.

Parents/Guardians have a responsibility to ensure that:

- They have provided authorization by signing the Lorne Kindergarten Bus Travel Agreement Form (D25/58869) and provided a copy to the Lorne Kindergarten and Lorne P-12 Primary School prior to their child commencing at the Kindergarten.
- They have completed and signed the Public transport Victoria. Form 6: *Written undertakings for pre-school passengers* (D25/58874) and provided a copy of this to the Lorne Kindergarten and the Lorne P-12 Primary School prior to their child commencing at the Kindergarten.
- If their child is sick or absent families are required to call the Kindergarten to inform the educators that their child will not be coming on the bus on their scheduled day.
- Staff are provided with an updated timetable for the bus service , and notified of any changes to this schedule

Staff/Educators have the responsibility to ensure that:

- They provide parents with a copy of the Lorne Kindergarten Bus Travel Agreement Form (D25/58869) and Public transport Victoria. Form 6: *Written undertakings for pre-school passengers* (D25/58874) at point of enrolment, and that both these forms are signed and returned to the Kindergarten before the child commences at the service.
- A Risk Assessment is developed for the safe arrival of children using this service and is evaluated annually. A copy of this Risk Assessment must be available at the service for the families to view.
- Communication is maintained with families that have children catching the bus to ensure staff know how many children will be arriving to Kindergarten on the bus.
- If a child is due to arrive on the bus and they have not been notified otherwise, and that child does not arrive, staff will contact the family immediately.

Arriving by Bus

Children arrive to the designated bus stop at the time outlined in the Christians bus timetable. For 2025, staff ratio allows for a staff member to pick up the children from the bus stop as outlined in the Lorne Kindergarten Bus Travel Agreement Form, and bring them to the service. When the children disembark from the bus, staff member will account for children by checking against the bus attendance list and also complete a check of the interior of the vehicle after all children have disembarked at the Lorne P-12 bus stop to ensure there are no children left on the vehicle. Staff are to sign in the child/ren upon return to the service.

Departing by Bus

~~—p~~Please note that children attending Lorne Kindergarten are NOT taken to the bus stop by staff.

Definitions

Authorised Nominee: A person who has been given permission by a parent or family member to collect the child from the service.

Excursion: An outing organised by an education and care service, where they leave the licensed space.

Medical Attention: Includes a visit to a registered medical practitioner or attendance at a hospital.

Medical Emergency: An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.

Regular Outing: In relation to an education and care service, means a walk, drive or trip to and from a destination: (a) that the service visits regularly as part of its educational program; and (b) where the circumstances relevant to the risk assessment are the same on each outing.

Regular Transportation: In relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.

Transportation: Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion.

Examples of transport not forming part of a service include: • private transport provided by families and carers (i.e. carers not engaged by/registered with a service) • transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the approved provider • transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location) • when a disability service picks up children and transports them to school or an activity.

Related Court Orders:

Previous Terminology	Current Terminology
Access	Contact
Custody	Residence and Specific Issues Order for day-to-day care and control
Guardianship	Specific Issues Order gives responsibility for long term care & welfare

Related Procedure

Nil.

References

-Related Surf Coast Shire Council and Early Years Policies

- D22/217989 Early Years Enrolment & Orientation Policy
- D15/42541 Early Years Acceptance and refusal of authorisation Policy
- D15/35312 Early Years Providing a child safe environment Policy
- D14/105413 Early Years Incident, injury, trauma and illness Policy
- D18/125865 Early Years Safe Transportation of Children and Road Safety Policy
- D14/70705 Early Years Excursions Policy
- D25/58860 Lorne Kindergarten Bus Travel Agreement
- D24/245964 Lorne Kindergarten Bus Travel Risk Assessment

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

[D25/58869 Lorne Kindergarten Bus Travel Agreement](#)
[D24/245964 Lorne Kindergarten Bus Travel Risk Assessment](#)

Other References

Education and Care Services National Law 2010
Education and Care Services National Regulations 2011
ACECQA National; Quality Framework Resource Kit (2011)
Victorian Children's Services Regulations 2020
Childcare Service Handbook (Department of Education)

Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 April 2014
2	Amended	Manager Aged and Family – 1 May 2015
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4	Amended	Manager Community Strengthening – 21 June 2019
5	Amended	Manager Community Strengthening – 9 October 2020
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