



# Little Jarjums Preschool

Casino West Public School

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## *Safe arrival of children – preschool procedure*

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<b>NQS: 2.2</b>  <b>Regulations: 102AAC, 102AAB</b>	Leading and operating department preschool guidelines	ACECQA information sheet – <a href="#">Safe arrival of children [PDF 443 KB]</a>  ACECQA's policy and procedures guidelines – <a href="#">Safe arrival of children [PDF 306 KB]</a>

## Responsibilities

<b>School principal</b>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> <li>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</li> </ul>
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<b>Preschool supervisor</b>	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:
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	<ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>

## Procedure

<b>Contextual information</b>	<p>At our preschool, there are no children currently transitioning between preschool and another service.</p>
<b>Communication</b>	<p>There is not currently any children arriving or departing preschool with an outside agency. For future reference:</p> <p>Process for Collecting and Recording Information from Parents Regarding Child Pick-Up/Drop-Off by Another Service:</p> <ul style="list-style-type: none"> <li>Parents must provide written authorisation if their child will be delivered to or collected from preschool by another service. This is done through our “authorisation for delivery and collection of children by another agency/early childhood service” authorisation form which includes the service's details, the responsible individual's name, and any specific instructions. The preschool will record this information in the child's file and update it as necessary to ensure clear communication and safety.</li> </ul> <p>Process for Parents to Communicate Updated or Last-Minute Information (e.g., Child Absence Due to Illness):</p> <ul style="list-style-type: none"> <li>If a child is unwell or will be absent on a particular day, parents are responsible to notify the organisation that their child is absent from school and will not be required for pickup that day and required to inform the preschool as soon as possible.</li> </ul> <p>3. Communication Arrangements Between the Preschool and Other Services:</p> <ul style="list-style-type: none"> <li><b>Contact Details for the Other Services:</b> The preschool maintains up-to-date contact details for all services involved in the drop-off or collection of children. This includes phone numbers, email addresses, and the names of key contacts.</li> <li><b>Communication of Non-Attendance:</b> If a child is not attending preschool on a particular day and is expected to be picked up by another service, the parents will notify the service. This will be done through a direct phone call or email to ensure the service is aware and can adjust their plans accordingly.</li> </ul> <p>Sharing the Procedure with Parents:</p> <ul style="list-style-type: none"> <li>This procedure will be shared with the parents of children to whom it applies during enrolment or when arrangements are made for another service to collect or deliver their child. Parents will receive a written copy of the procedure, and staff will be available to discuss any questions or concerns. Additionally,</li> </ul>

	<p>updates or reminders about the procedure may be communicated through newsletters or direct communication as necessary.</p> <p>Communication of the Procedure to All Staff:</p> <ul style="list-style-type: none"> <li>• All staff members will be informed of this procedure during staff meetings. The procedure will be included in localised procedure folder and available digitally on the school website.</li> </ul> <p>Communication of Authorisation Information to Staff:</p> <ul style="list-style-type: none"> <li>• Information regarding which service or individual a parent has authorised to collect their child will be clearly communicated to all staff, including casual and relieving staff. This information will be documented in the child's file and displayed in the preschool administration space with the authorisation to collect paperwork. Regular reminders and checks will ensure that all staff are up to date with the current arrangements.</li> <li>• This structured approach ensures that the transition between preschool and other services is handled smoothly, securely, and with clear communication between all parties involved.</li> </ul>
<p><b>Arrival</b></p>	<p>There is not currently any children arriving to preschool with an outside agency. For future reference:</p> <p>Responsibility for the children during travel/transition to preschool:</p> <ul style="list-style-type: none"> <li>• The outside agency is responsible for the children while they are traveling or transitioning to preschool. This responsibility includes ensuring the children's safety and well-being during the journey and delivering them to the preschool safely.</li> </ul> <p>Process for children to enter the preschool:</p> <ul style="list-style-type: none"> <li>• The employee brings the children to the preschool front door, where they are met by a preschool educator. The agency employee signs the children in, and the preschool staff member confirms by head count that the number of children signed in matches the number arriving. Once verified, the preschool educator takes responsibility for the children, ensuring a smooth and secure transition into the preschool environment.</li> </ul> <p>Process for 'handing over' children's individual medications:</p>

	<ul style="list-style-type: none"> <li>• If any child requires individual medication, the agency employee is responsible for handing it over directly to the preschool staff member upon arrival. The preschool educator will confirm the medication details, such as dosage and timing, with the agency employee and ensure that it is securely stored and accessible for administration according to the child's care plan. This handover process will be documented, and the medication will be stored in a designated, secure location within the preschool.</li> </ul>
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<p><b>Departure</b></p>	<p>Signing the Child(ren) Out of the Preschool and Taking Responsibility:</p> <ul style="list-style-type: none"> <li>The authorised person or service, as designated by the child's parent, will sign the child out of the preschool and take responsibility for them. This may include a parent, family member, or a outside service. The preschool will only release the child to individuals or services that have been formally authorised by the parent in writing.</li> </ul> <p>Process for the Child to Exit the Preschool:</p> <ul style="list-style-type: none"> <li>The authorised collector will follow the same process as all other collectors. They will arrive at the designated pick-up point the front gate/door and sign the child out of the preschool. Once signed out, the collector assumes responsibility for the child's safety and well-being.</li> </ul> <p>Confirming the Identity of the Collector(s):</p> <ul style="list-style-type: none"> <li>The preschool will confirm the identity of the collector by checking photo identification or verifying their service name badge or uniform. This process ensures that the person collecting the child is the same individual authorised by the parent. If the collector is unknown to the preschool staff, they will be asked to provide photo ID, and their identity will be cross-referenced with the authorised pick-up list before the child is released.</li> </ul>
<p><b>Written parent authorisation</b></p>	<p>Process for Collecting Parent Authorisation for Child Collection by Another Service:</p> <ul style="list-style-type: none"> <li>Parents are required to provide written authorisation for their child to be collected by another service. This authorisation is collection using the "Authorisation for delivery and collection of children by another agency/early childhood service" authorisation form. The form should specify the name of the service, the nature of the service (e.g., Outside Hours School Service), and any general guidelines or conditions for the collection. If an outside hours school service is involved, the authorisation will refer to the service's educators or staff in general, without needing to list individual names. The contact details of the service, rather than personal details of each educator, will be included on the form.</li> </ul> <p>Process for Placing a Copy of the Parent Authorisation in the Child's Enrolment Record:</p> <ul style="list-style-type: none"> <li>Once the parent has completed and signed the authorisation form, a copy will be placed in the child's enrolment record and with our authorisation to collect register in the preschool administration space. This ensures that the authorisation is easily accessible to all relevant staff members and is securely stored alongside other important documentation. The authorisation will be reviewed and updated as necessary, particularly if there are any changes to the services involved or the individuals authorised to collect the child.</li> </ul>

<p><b>If the child is missing or cannot be accounted for</b></p>	<p>Steps to be taken if the Child(ren) aren't delivered to preschool by the other service as expected:</p> <ul style="list-style-type: none"> <li>• If a child is not delivered to the preschool by the expected service, the preschool staff will immediately contact the service to inquire about the child's whereabouts. If the service cannot provide a satisfactory explanation or if the child's location remains unknown, the preschool will contact the child's parents or guardians to inform them of the situation and verify any changes in the plan. If the child still cannot be accounted for, the preschool will follow its missing child procedure, which may include contacting local authorities if necessary.</li> </ul> <p>Procedure to be followed if the preschool or other service identifies that the child is missing or cannot be accounted for:</p> <ul style="list-style-type: none"> <li>• If a child is identified as missing or cannot be accounted for, the preschool will first conduct an immediate search of the premises and surrounding areas. Simultaneously, the preschool will contact the other service to determine if the child is with them or if there has been any miscommunication. If the child is not located promptly, the preschool will notify the child's parents or guardians, and local authorities will be contacted to initiate a formal search. The preschool will also inform regulatory authorities as required and will document all actions taken during the incident.</li> </ul> <p>Steps to be taken if the other service does not arrive as expected to collect the child(ren):</p> <ul style="list-style-type: none"> <li>• If the expected service does not arrive to collect the child at the designated time, the preschool staff will attempt to contact the service to determine the reason for the delay and receive an updated arrival time. If the service cannot be reached or fails to arrive within a reasonable time frame, the preschool will contact the child's parents or guardians to inform them of the situation and arrange for an alternative pick-up. The preschool will ensure the child remains safely supervised until they are collected. All steps taken will be documented, and any necessary follow-up with the service will be conducted to prevent future occurrences.</li> </ul>
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## Record of procedure's review

<b>Date of review</b>	29/02/2024
<b>Who was involved</b>	Preschool staff, Daniel and Tahnika Phillips (parents of child being collected by another service)
<b>Key changes made and reason why</b>	Procedure developed
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: Lesley Mills communicated at Staff meeting</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

<b>Date of review</b>	21/05/2025
<b>Who was involved</b>	Lesley Mills (Principal), Karen Campbell (Preschool Supervisor), Amy Clark (Teacher), Leanne Davis (SLSO) Astoria Lynch (SLSO). Communicated with families for feedback, no feedback received at this time.
<b>Key changes made and reason why</b>	Only slight grammatical changes made.



<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: Lesley Mills communicated at Staff meeting</p> <p>Staff: Amy Clark, Astoria Lynch, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
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