



Security and Supervision of Children Policy

At the Pines School Based Preschool, all staff have a duty of care to ensure the safety and wellbeing of all children on the premises. In accordance to the Department of Education and Children Development (DECD) guidelines, it is a requirement for all Staff who work with young children to be trained in Child Protection and Mandatory Reporting (Responding to abuse and neglect). Training is up-dated every three years and professional discussions are maintained on a regular basis.

Below is The Pines School Based Preschool procedure in regards to children's security, safety and also families' responsibilities.

The Preschool team will:

- Complete the roll at first group time each morning. Late arrivals are recorded into the roll and number count adjusted accordingly. This ensures and maintains correct child/educator ratio and optimal supervision at all times.
- Effectively communicate with each other when the need to leave an area arises (i.e. toilet break, important phone call etc). This may involve an Educator to be released from the office or the daily routine modified to ensure correct child/educator ratio and optimal supervision. No staff member with leave an area unless released, as maintaining staff/child ration is essential.
- Ensure that any volunteers, High school/TAFE/University students, visitors at the Preschool are not left alone or have primary supervision of children.
- Ensure they have checked the 'Parent Communication Diary' (located on the kitchen bench) if different drop off/pick up arrangements have been organised for individual children. Any verbal consent via phone must be recorded in the Parent Communication Diary. Parents are informed by an Educator that photographic identification (i.e. driver's licence) must be checked upon arrival, before release of child/ren, to a different adult.
- At the end of each day, the Teachers have the responsibility to release children to authorised person/s at pick up time. If prior arrangements have been made (see dot point above) this must be followed through. If unsure about an unfamiliar person, the child's parents will be phoned to clarify identity of the person.
- Not permit older siblings (i.e. school students) to collect a child at the end of the day. If this occurs, the child's parents will be phoned to explain the situation and the older sibling/s will be asked to wait at the preschool until parent/s arrive. Only people aged 18 years and over are allowed to collect Preschool age children.
- Effectively communicate and work collaboratively with child care staff in regards to drop off/pick up and sharing of information (i.e. the child's day at Preschool, if any first aid has been given, important notes/newsletters etc.)

- Regularly communicate to families (via newsletters/handouts/emails/Skoolbag app) about the importance of dropping children off in the Preschool premise (indoors) where the Educators on duty can ensure security and safety of all children. Families must let Educators know if different arrangements have been made at pick up times.

Families will:

- Contact the Preschool in person or via phone to inform late arrival or non-attendance.
- Inform Preschool staff (in person or via phone) of any changes/arrangements for pick up/drop off time or appointments. If a person other than an authorised person has been arranged to collect a child, families must notify the Preschool prior to pick up and photo identification of the person picking up the child must be checked upon arrival. The first and last name must match identification.
- Understand if no message is given to advise of changes at pick up time, the child will not be released until staff have contacted parents/caregivers.
- Understand that once their child/ren are signed in, the Educators have duty of care. Once, their child/ren are collected at the end of the day, parents have full responsibility.
- Parents/Caregivers must sign their child out in the sign in book (located on the kitchen bench) if they are collecting their child before 3:10pm.
- Inform staff of any changes to emergency contact details ASAP. The information will be updated on the Early Years Systems and a new copy of details printed off and put into the contacts folder.
- Ensure that Educators are informed of any custody or court orders ASAP. Information and supporting documentation must be provided to ensure all Preschool staff can effectively follow through legal requests.
- Parents should also provide information regarding shared parenting (days/weeks that each parent has the child).
- Parents will sign their child in, in the sign in book, in the morning as they arrive at Preschool, and sign their child out in the afternoon as they are leaving Preschool.

Approved at Governing Council on (Date):

8/8/18

Approved by Principal: Cherie Collings

Cherie Collings

Approved by Governing Council Chairperson:

[Signature]

To be reviewed: February 2020

**In accordance to the Education and Care Services National Regulations under the Education and Care Services National Law.*

*- Part 4.2 – Children’s Health and Safety (Division 5 – Emergencies and communication; Division 6 – Collection of children from premises and excursions)
- Part 4.4 – Staffing Arrangements (Division 2- Age and supervision requirements; Division 3 – Minimum number of educators required)*

** In accordance to the National Quality Standards (2018)*

- Quality Area 2: Standard 2.2 (Supervision).