



# Beach Kinder Delivery & Collection of Children Policy

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**NQS: Quality Area 2**

## Purpose

This policy is a special circumstance policy, which augments the main Flinders Preschool Delivery & Collection of Children Policy and should be read in conjunction with that policy. This Beach Kinder policy details the specific delivery and collection requirements and procedures for children attending the program. Only those requirements that are different to the main Flinders Preschool Delivery and Collection of Children Policy are listed here.

The requirements of the main Delivery & Collection of Children Policy are applicable to Beach Kinder, including for example, Late Collection of a Child, Authorisation Procedures and Procedures for Unauthorised Collection of Children.

## Policy statement

### 1. Values

**Flinders Preschool** is committed to:

- Ensuring the safe delivery and collection of children participating in Beach Kinder
- Fulfilling a duty of care to all children participating in Beach Kinder

### 2. Scope

This policy applies to parents, staff, committee members, authorised persons, volunteers and students on placement working at Flinders Preschool.

### 3. Background and legislation

A duty of care exists once the child attending the Beach Kinder Program has been signed in. Parents and Guardians are responsible for the supervision of their child prior to signing IN and responsible for their child once they have signed OUT at the conclusion of the session.

The child may only leave the service in the care of a parent/guardian, authorised nominee or a person authorised by one of these parties to collect the child. Refer to Background and Legislation of main Delivery & Collection of Children Policy for legislative requirements in relation to Duty of Care, Supervision and Collection of Children.

Relevant legislation may include but is not limited to:

- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law 2010*
- National Quality Standards, including Quality Area 2 – Children's health and safety and Quality Area 3 – Physical environment and Standard 2.3: Each Child is protected

### 4. Definitions

**Attendance Book:** The attendance book provided by the centre for the person who delivers and collects the child from the centre, or a staff member, to sign and record the actual time of arrival and



departure of each child being cared for or educated by the centre. At Beach Kinder, the attendance book is located at the home base site (i.e. the drop off location).

**Beach Kinder Site** means:

(a) **When Beach Kinder is at the Pier Beach:** The Beach Kinder site is either at:

- (i) the bottom of the stairs opposite the Kennon Cove Toilet Block; or
- (ii) Kenon Cove BBQ Area at the end of the carpark, off Lacy View, Flinders (The extension of the Esplanade).

Refer map at Attachment 1. Parking for drop off and collection is in the Car Park for both sites.

(b) **When Beach Kinder is at the Ocean Beach:** The Beach Kinder site is either at:

- (i) The bottom of the stairs at Mushroom Reef, being the first carpark at the Ocean Beach, off Golf Links Road, Flinders; or
- (ii) the Picnic Table Area at the end of the second carpark at the Ocean Beach, off Golf Links Road, Flinders.

Refer map at Attachment 1. Parking for drop off and collection is in the first or second car park Car Park respectively.

**Delivery / Drop-off Point:** The drop off point for each site is shown on the Attachment 1. Beach kinder signage will be displayed in the carpark for visibility.

**Delivery/Drop-off Procedure:** Refer to Procedures section.

**Parking Area:** Parking is available. See map at Attachment 1.

**Pick-up /Collection Point:** The collection point is the same as the drop off/delivery point. If the Beach Kinder group has been forced to change locations due to safety reasons (eg extreme weather), parents will have been notified by broadcast SMS and Seesaw of the new location for collection, refer to evacuation plan policy.

**Pick-up/Collection Procedure:** Refer to Procedures section

## **5. Sources and related kindergarten policies**

### **Kindergarten policies**

- Beach Kinder Protective Clothing Policy (Beach Kinder Specific)
- Beach Kinder Extreme Weather Policy (Beach Kinder Specific)
- Beach Kinder Emergency Evacuation Policy (Beach Kinder Specific)
- Beach Kinder Snake Awareness Policy (Beach Kinder Specific)
- Incident, Injury, Trauma & Illness Policy (including First Aid)
- Supervision of Children Policy
- Delivery & Collection of Children (main kindergarten policy)
- Excursion & Service Events Policy
- Sun Protection Policy



- Water Safety Policy
- Child safe Environment Policy
- Occupational Health & Safety Policy

## **Procedures**

### **General**

The Approved Provider or persons with Management and Control is responsible for:

- Providing parents with information regarding the procedures for delivery and collection of their children to and from Beach Kinder, and a summary of this policy prior to their child/ren's attendance at Beach Kinder.
- Ensuring that a copy of this policy is available on request and is easily accessible to parents and staff at all times.
- Ensuring that all parents being aware of this policy and are provided access to the policy at orientation sessions, in written Beach Kinder material and made available upon request.
- Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

Staff are responsible for:

- Reading this policy
- Ensuring that the procedures detailed in this policy are carried out.
- Bringing relevant issues to the attention of the Committee
- Reminding parents of the policy content as required.
- Notifying staff and parent/guardians by broadcast SMS if the Beach Kinder session has been forced to change locations due to safety reasons (eg extreme weather) – in these instances, Beach Kinder is cancelled
- Ensuring parents/guardians have completed the authorised nominee (refer to Definitions) section of their child's enrolment form, and that the form is signed and dated (refer to Enrolment and Orientation Policy)
- Providing an attendance record (refer to Definitions) that meets the requirements of Regulation 158(1) and is signed by the parent/guardian or authorised nominee on delivery and collection of their child from the service every day
- Ensuring a child does not leave the service except with a parent/guardian or authorised nominee, or with the written authorisation of one of these (refer to "Authorisation Form" under the main policy "Delivery and Collection of Children") or in the case of a medical or other emergency (Regulation 99) (refer to Acceptance and Refusal of Authorisations Policy, Dealing with Medical Conditions Policy, Incident, Injury Trauma and Illness Policy and Child Safe Environment Policy)
- Ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee (refer to Excursions and Service Events Policy)
- Ensuring authorisation procedures are in place for excursions and other service events (refer to Excursions and Service Events Policy)
- Ensuring that there are procedures in place when a child is given into the care of another person, such as for a medical or other emergency (refer to Emergency and Evacuation Policy and Incident, Injury, Trauma and Illness Policy)



- Ensuring that there are procedures in place when a parent/guardian or authorised nominee telephones the service to advise that a person not listed on their child's enrolment form will be collecting their child (refer to Attachment 1 – Authorisation procedures)
- Ensuring that parents/guardians or authorised nominees are contacted in the event that an unauthorised person arrives to collect a child from the service, and that appropriate procedures are followed (refer to Attachment 1 – Authorisation procedures)
- Ensuring that there are procedures in place if an inappropriate person (refer to Definitions) attempts to collect a child from the service (refer to "Procedures to ensure the safe collection of children" under the main policy "Delivery and Collection of Children")
- Keeping a written record of all visitors to the service, including time of arrival and departure
- Ensuring procedures are in place for the care of a child who has not been collected from the service on time (refer "Procedures for the late collection of children" under the main policy "Delivery and Collection of Children")
- Ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service (including when children are collected late from the service) according to the requirements of Regulations 123 and 360 (refer also to Supervision of Children Policy)
- Notifying DET in writing within 24 hours, and the parents as soon as is practicable, in the event of a serious incident (refer to Definitions), including when a child has left the service unattended by an adult or with an unauthorised person (Regulations 12, 86, 176)
- Ensuring children are adequately supervised at all times (refer to Supervision of Children Policy)
- Providing parents/guardians with information regarding procedures for delivery and collection of children prior to their child's commencement at the service
- Ensuring that educators and staff comply with the service's Road Safety and Safe Transport Policy
- Encouraging parents/guardians to comply with the service's Road Safety and Safe Transport Policy

Parents are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and committee
- Supervising their child/ren who are not enrolled in Beach Kinder, such as siblings of a child attending Beach Kinder.
- Reading and familiarising themselves with the policy
- Bringing any relevant issues to the attention of both staff and the committee
- Supervising their child/ren that are not enrolled at Beach Kinder, such as siblings of a child attending Beach Kinder, during drop-off and pick-up times
- Completing and signing the authorised nominee section of their child's enrolment form before their child attends the service
- Signing and dating permission forms for excursions
- Signing the attendance record as their child arrives at and departs from the service
- Ensuring educators are aware that their child has arrived at/been collected from the service • Collecting their child on time at the end of each session/day
- Alerting educators if they are likely to be late collecting their child



- Providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record (refer to Definitions)
- Supervising their own child before signing them into the program and after they have signed them out of the program
- Familiarising themselves with the service's Road Safety and Safe Transport Policy
- Placing a blue hat and hi-visibility vest on their child at the start of each Beach Kinder session

Volunteers and students, while at the service, are responsible for following this policy and its procedures

## Delivery

### Overview:

Children meet at the beach. Parents sign indemnity form and pass responsibility to staff. Children to put on hat and hi vis vest which signifies the responsibility of the staff of the child. Children are signed out by parents and staff keep close track of children and number of children. Children to wear vest until family take responsibility of child.

1 staff member positioned near carpark entrance, 1 staff member positioned at the top of the beach, 1 staff member at sign in and parent helpers (along with staff) supporting the children at the sign-in area to settle.

Staff are responsible for:

- Putting signage out for visibility of drop off location for parents and emergency services
- Putting on red hats (including for all staff and volunteers)
- Ensuring the attendance book is located at the Beach Kinder site
- Checking the clothing of children arriving at Beach Kinder (Refer to Protective Clothing Policy)
- Checking the attendance book after all children have arrive (approximately 20 minutes after the commencement of the session) and if required, completing entries as per the requirements of NR 158. This includes checking that children who are signed in are in attendance
- Reminding parents or authorised persons who do not complete the attendance book of the procedures for the delivery and collection of children from Beach Kinder.

Parents are responsible for:

- Adhering to the following delivery procedure:
  - Sign the child in using the attendance book and record the actual time of arrival
  - Place high vis vest and blue hat on child
  - Place child's bag/backpack with change of clothes (refer to Protective Clothing Policy) in nominated area
  - Ensure the staff are aware your child is in attendance.

**Note:** If on arrival, Beach Kinder is not set up on site, this means that the session has been cancelled (for example, due to extreme forecast weather or staff absence. These instances will be communicated via broadcast SMS)

## Collection

Staff are responsible for:

- Ensuring the attendance book is located at the Beach Kinder site.



- Notifying parents by broadcast SMS if the Beach Kinder group has been forced to change locations due to safety reasons (eg extreme weather) and advising them of the new location for collection.
- Checking the attendance book as soon as is practicable after all children have departed and, if required, staff will complete entries
- Requesting parents or authorised persons wishing to speak with staff that they will need to wait until all of the children have departed
- ***Refer to main Delivery and Collection of Children Policy for full procedrues relating to releasing children to authorised persons, in the event of an unauthorised person taking the child, and late collection***

Parents are responsible for:

- Adhering to the following collection procedure:
    - Sign the child out using the attendance book and record the actual time of collection.
    - Ensure the staff are aware you have collected your child.
    - Be responsible for the supervision of the child once signed out, while still at the Beach Kinder site.
    - Collect the child's belongings
    - Remove child's high-vis vest, hat and waterproof clothing and place in dirty clothing bag.
    - Being mindful of minimising staff distraction until all of the children have departed.
- Refer to main Delivery and Collection of Children Policy for full procedrues relating to collection by authorised person, late collection and late collection fees.***

## Evaluation

In order to assess whether the policy has achieved the values and purposes the committee will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Beach Kinder program. This can be facilitated through discussions and the annual centre survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

## Attachments

Attachment 1: Beach Kinder Map

## Authorisation

Endorsed by the Flinders Preschool Committee of Management on 19 March 2024.

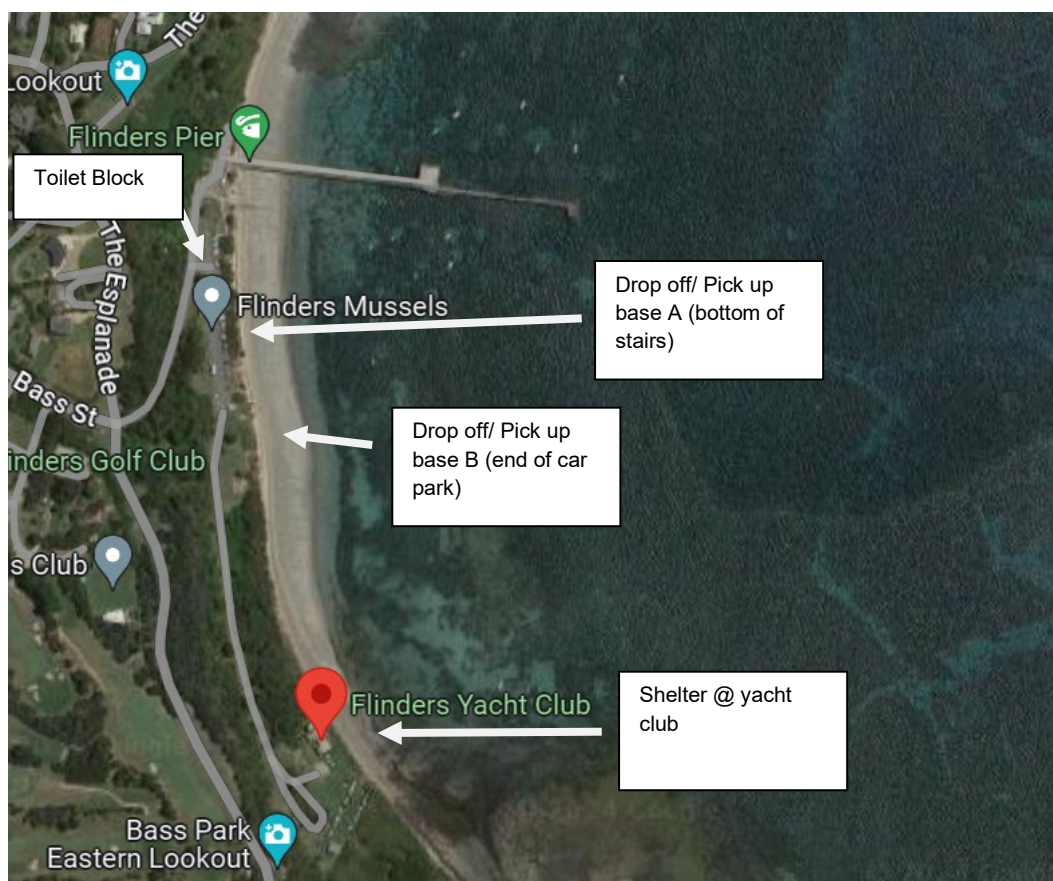
## Review Date

This policy will be reviewed every two years and is next due for formal Committee review by **1 March 2026**, unless deemed necessary earlier.

**Next Review date – March 2026**

## ATTACHMENT 1 - Beach KINDER MAP

### Pier Beach





## Ocean Beach

First car park "Mushroom Reef" OR Second car park



If conditions necessitate evacuation, follow procedures in the Emergency Evacuation Policy (Beach Kinder specific)

If conditions necessitate evacuation, follow procedures in the Emergency Evacuation Policy (Beach Kinder specific)