

Bertram Hawker Kindergarten: Safe arrival and departure procedure

Purpose

This procedure details how we meet our commitment to child safe practices for arrival and departure at our site.

Background

Children's safety and wellbeing is of primary importance, and appropriate measures must be in place to protect children from harm or hazard, including during the time children are arriving and leaving Bertram Hawker Kindergarten. This transition period requires particular attention, given how busy it can be at certain times and the number of people coming and going.

This procedure was informed by a risk assessment for the safe arrival and departure of children.

A copy of this procedure will be kept on our website and in our induction Folder in the office.

Legislative requirement

In relation to the safe arrival of children, the National Regulations:

- require services to have policies and procedures for the safe arrival of children (regulation 168)
- require certain consultation for the preparation of safe arrival of children policies and procedures (regulation 102AAB)
- provide for risk assessment requirements, including when risk assessments must be conducted, what matters must be considered, and record keeping requirements (regulation 102AAC)
- require any necessary updates to be made to policies and procedures following risk assessments (regulation 102AAC).

An extract of regulations 102AA, 102AAB and 102AAC and a list of other relevant legislation is at Appendix A for reference.

Procedures

Conducting Risk Assessments

To meet requirements under the National Regulations and to ensure the safety of children, we will:

- conduct risk assessments at least once every 12 months, and as soon as practicable after becoming aware of any circumstances that may affect the safe arrival of children



- make any necessary updates to this procedure as soon as practicable after a risk assessment is completed
- keep a copy of all completed risk assessments

Arrival and Departure

To ensure children are accounted for when they arrive at Bertram Hawker Kindergarten:

- Adults enter with children and sign them in, on sign-in sheet, with time and signature.
- The day begins outside to ensure children are supervised as they arrive and are greeted by educators.
- The number of children is recorded on the white board next to main door.

To ensure children are accounted for when they leave Bertram Hawker Kindergarten:

- We have authority to collect completed for each child as part of their enrolment. If a different person is to collect the child, in an emergency, a parent can contact the site and then ensure the authority to collect is completed as soon as possible.
- If an unknown adult is collecting a child, we will confirm they are listed on the authority to collect and check drivers' licence for proof of person.
- The sign-in sheet must be completed to show that the child has departed.

Communicating with families and carers

Families are asked to notify us if child is absent. If we do not receive a phone or seesaw message, we contact the family to check why they are absent.

Induction and training of educators

To ensure educators and other staff (including casual and relief staff) understand and implement safe arrival policies and procedures:

- We complete a yearly safe arrival and departure risk assessment.
- The two teachers rostered for the day will complete head counts 2 hourly from 9.15am and confirm with the white board recording of number of children.
- There is an inside, outside and group time teacher roster. The teacher not with end of day group is situated at the main door to greet adults, share information and farewell children.

Procedure creation and revision record

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