



Security and Supervision of Children Policy

Rationale

At the Pines School Based Preschool, all educators have a duty of care to ensure the safety and wellbeing of all children on the premises. In accordance to the Department for Education guidelines, it is a requirement for all educators 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.

National Quality Standards

Regulation 101, 168, 176 of the Education and Care Services National Regulations 2018.

Quality Area 2: Children's health and safety

At our preschool:

- At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
- Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

Educator's Responsibilities:

- To 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 educator should leave an area unless released, as maintaining educator/child ration is essential.
- To ensure that any volunteers, High school/TAFE/University students, visitors at the preschool are not left alone or have primary supervision of children.
- To ensure they have checked the 'Family Communication Diary' (located on the sign in table) if different drop off/pick up arrangements have been organised for individual children. Any verbal consent via phone must be recorded in the Family Communication Diary. Parents/caregivers 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, educators 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/caregivers will be phoned to clarify the identity of the person.
- Older siblings (i.e. school students) are not able to collect a child at the end of the day. If this occurs, the child's parents/caregivers will be phoned to explain the situation and the older sibling/s will be asked to wait at the preschool until parents/caregivers arrive. Only people aged 18 years and over are allowed to collect preschool aged children.

- To 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.)
- To regularly communicate with families (via whiteboard/newsletters/handouts/emails/Skoolbag app) about the importance of dropping children off in the preschool premises (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.

Parent/Caregiver Responsibilities:

- Contact the preschool in person or via phone to inform late arrival or non-attendance.
- Inform educators (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 educators have contacted parents/caregivers.
- Understand that once their child/ren are signed in, educators have duty of care. Once, their child/ren are collected at the end of the day, parents/caregivers have full responsibility.
- Parents/Caregivers must sign their child out in the sign in sheet (located on the sign in table)
- Inform educators 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 educators can effectively follow through legal requests.
- Parents/caregivers should also provide information regarding shared parenting (days/weeks that each parent has the child).
- Parents/caregivers will sign their child in, in the sign in sheet, in the morning as they arrive at preschool, and sign their child out in the afternoon as they are leaving preschool.

References:

- Education and Care Services National Regulations, 2018.
- National Quality Standards, 2018.
- Department Policies available at: <https://www.education.sa.gov.au/department/policies>

Policy review

Quality area 7: Leadership and service management

Revision Record

| Version | Approved by | Approved date | Amendments |
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| 1.1 | Governing Council | 13 th March 2019 | Change header and NQS info and year date |

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Approved by Principal: Cherie Collings _____

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