

DELIVERY OF CHILDREN TO, AND COLLECTION FROM EDUCATION AND CARE SERVICE PREMISES

At REED Services, the safety and wellbeing of every child is our highest priority. Clear and consistent processes for the delivery and collection of children help us create a secure, supportive environment for children, families, and educators. Accurate attendance records also support effective responses in the event of an emergency, ensuring all children are accounted for at all times.

PURPOSE

The purpose of this policy is to ensure the safety and protection of all children, employees, and families at REED Services. We are committed to ensuring that children are only released into the care of authorised persons nominated by parents or guardians on each child's enrolment form.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisors, Educators, Employees, students, volunteers, children and Families.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

S.162A	Child protection training	R 100	Risk assessment must be conducted before excursion
S.165	Offence to inadequately supervise children	R 102	Authorisations for excursions
S.165A	Offence relating to children leaving the education and care service premises unauthorised	R 102AAB	Safe arrival of children policies and procedures
S.167	Offence relating to protection of children from harm or hazard	R 102AAC	Risk assessment for the purposes of safe arrival of children policies and procedures
S.170	Offence relating to unauthorised persons on education and care service premises	R 102B	Transport risk assessment must be conducted before service transports a child
R.84	Awareness of child protection law	R 102C	Conduct of risk assessment for transporting children by education and care service
R.86	Notification to parents of incidents, injury, trauma and illness	R 102D	Authorisation for service to transport children
R.87	Incident, injury, trauma and illness record	R 122	Educators must be working directly with children to be included in ratios
R.99	Children leaving the education and care service premises	R 123	Educator to child ratios- centre-based services
R. 157	Access for parents	R 171	Policies and procedures to be kept available
R 158	Children's attendance record to be kept by approved provider	R 172	Notification of change of policies or procedures
R 160	Child enrolment records to be kept by approved provider and family day care educator	R 173	Prescribed information to be displayed
R 161	Authorisations to be kept in enrolment record	R 175	Prescribed information to be notified to the regulatory authority
R 168	Education and care services must have policies and procedures	R 176	Time to notify certain information to regulatory authority
R 170	Policies and procedures to be followed	R 177	Prescribed enrolment and other documents to be kept by approved provider

THE APPROVED PROVIDER WILL ENSURE:

Compliance with the Education and Care Services National Law and Regulations and that families are informed of the Delivery and Collection of Children Policy. Enrolment records will be accurate and up to date, including authorised nominees, emergency contacts, required permissions, relevant court orders, and medical management plans. Accurate attendance records will be maintained, and all staff, students, visitors, and volunteers will adhere to this policy at all times.

NOMINATED SUPERVISOR WILL ENSURE:

Compliance with the Education and Care Services National Law and Regulations and that educators, employees, students, visitors, and families are informed of the Delivery and Collection Policy. The Nominated Supervisor will oversee annual risk assessments related to children's safe arrival and travel between services, ensure serious incidents are documented and reported to the regulatory authority within required timeframes, and provide induction and ongoing guidance so all employees can confidently verify authorised nominees and respond appropriately to unauthorised collection attempts.

EDUCATORS AND OTHER EMPLOYEES WILL:

Maintain adequate supervision during arrivals and departures, uphold required educator-to-child ratios, and keep accurate attendance records. Children will only be released to authorised individuals or in accordance with written authorisation. The service will prioritise children's safety at all times, including taking appropriate action if a person appears unfit to collect a child.

FAMILIES WILL:

Sign children in and out each day and inform educators of collection arrangements and any relevant care information. Children may only be collected by authorised persons listed on the enrolment record, with changes communicated in advance, in writing and photo identification provided if required. Families are expected to collect children by closing time and provide written documentation for any custody arrangements.

RELATED DOCUMENTS

RESOURCES	POLICIES	PROCEDURES
Visitor sign in sign out record (Xplor)	Acceptance and Refusal Authorisation Policy Medical Management Policy Child Safe Environment Policy Enrolment and Orientation Policy Privacy and Confidentiality Policy Safe Arrival of Children Policy Safe Transportation Policy Student, Volunteer and Visitor Policy	Acceptance and Refusal Authorisation Procedure Orientation Procedure Safe Arrival of Children Procedure Safe Transportation of Children Procedure

SOURCE

Australian Children's Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#)
 Australian Children's Education & Care Quality Authority (ACECQA). 2023. [Policy and Procedure Guidelines. Delivery to, and Collection from Education and Care Services.](#)
 Australian Government Department of Education. [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#)
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2023).
[Education and Care Services National Regulations.](#) (Amended 2023)
[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)
[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
February 2026	<ul style="list-style-type: none"> Modification of template Revision of content (succinct and explicit) 	February 2028