

## CHILDREN'S ARRIVAL PROCEDURE

To ensure the health and safety of children at our Service, our *Arrival and Departure Policy* is strictly adhered to allowing a child to be collected by a parent or person authorised by a parent or authorised nominee named on the child's enrolment form. (Regulation 99). The daily sign in and out register is not only a legally required document to record children's attendance as per National Law and Regulations, but also used as a record of the children on the premises should an emergency evacuation be required to be implemented.

Working in conjunction with the Arrival and Departure Policy, this procedure provides steps for educators to ensure children are released only to an authorised person as named by the parent/guardian on the individual child's enrolment form.

*Education and Care Services National Law or Regulations (R. 84, 99, 157, 158, 160, 173, 176, 177 and S162(a)) NQS QA 2: Element 2.1.1, 2.2.1, 2.2.2 and 2.1.3 Health practices and procedures*  
*Related Policy: Arrival and Departure Policy*

STEP 1: HEALTH AND SAFETY CONSIDERATIONS		
1	Any person visiting our Service- including families 'dropping off' children, must sign a Parent/Visitor Health Declaration confirming that they have not <ul style="list-style-type: none"> <li>• been in close contact with anyone with a positive COVID-19 diagnosis in the past 14 days</li> <li>• returned from a state or territory where self-isolation border measures are in place</li> </ul>	
2	Any person or child who is displaying symptoms such as: fever, coughing, sore throat, fatigue and shortness of breath should not attend our Service under any circumstance	
3	Parents and visitors are currently NOT permitted to enter our Service unless this is prearranged with the Approved Provider/Nominate Supervisor (collection of a sick child, interview for enrolment)	
4	A designated area for drop off/ pick up will be clearly indicated	
5	Signage clearly indicates the requirement of all adults to adhere to physical distancing requirements (1.5 metres)	
6	Children will be welcomed outside our Service by an educator and a non-contact device used to sign their child into the Service or parents are asked to bring their own pen to sign their child into the Service	
7	Electronic devices used to sign children in will be disinfected between use	
8	Children are required to wash their hands upon arrival or use the hand sanitiser provided	

9	<p>Due to enhanced safety and hygiene measures to mitigate the risk of COVID-19, interactions with any educators or service staff will be limited and physical distancing will be adhered to at all times between adults</p> <ul style="list-style-type: none"> <li>• should families require longer conversations regarding their child's care, these should be conducted via phone or email where possible</li> </ul>	
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**STEP 2: RECORD OF ATTENDANCE**

1	<p>Attendance records will include:</p> <ul style="list-style-type: none"> <li>• the child's full name</li> <li>• actual attendance times including arrival and departure</li> <li>• date</li> <li>• signature and name of the person delivering and collecting the child</li> </ul>	
2	Families will be reminded to sign their child/children into the Service either electronically or by written authorisation and will be encouraged to do so immediately upon arrival to avoid forgetting	
3	Should families forget to sign their child/children in, National Regulations require an educator or the Nominated Supervisor to sign the child in	
4	The attendance record, electronic or hard copy, are to be used as a record in the case of an emergency evacuation or lockdown to account for all children present at the Service	
5	Attendance records will be reviewed at various points throughout the day to check all children are accounted for	
6	Any child who is absent on a particular day will be marked absent by the Nominated Supervisor/Responsible person [manually or electronically]	

**STEP 3: DELIVERY OF CHILDREN AT THE SERVICE**

1	Children are to be sighted by an educator before the parent or person responsible for the child leaves. This ensures that the educator is aware that the child has arrived and is in the premises	
2	<p>A child's medication needs, or other important or relevant information should be passed on to one of the child's educators by the person delivering the child</p> <p>The educator will check that the family has completed an <i>Administration of Medication Record</i> and store the medication in a secure and locked location</p>	
3	A member of staff will greet each child and families in order for children to feel secure and safe	
4	Children will be provided with the opportunity to say goodbye to the person dropping them off	

5	Each child will be provided with a locker or shelf space to store their belongings. A sign is posted above the lockers nominating a symbol for each child.	
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