

CHILDREN'S ARRIVAL PROCEDURE

*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*

Connells Point Before & After School Care ensures that all children being educated and cared for by CPBASC are adequately supervised at all times that the children are in its care.

To meet this obligation and ensure the health and safety of children under the care of Connells Point BASC, 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 CPBASC's *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.

STEP 1: HEALTH AND SAFETY CONSIDERATIONS		
1	Any person visiting CPBASC - including families 'dropping off' children, must sign a Parent/Visitor Health Declaration confirming that they have not <ul style="list-style-type: none">• been in close contact with anyone with a positive COVID-19 diagnosis in the past 14 days.• returned from a state or territory where self-isolation border measures are in place.	
2	Any person or child who is displaying symptoms such as: fever, coughing, sore throat, fatigue and shortness of breath should not attend Connells Point BASC under any circumstance.	
3	Parents and visitors are currently NOT permitted to enter Connells Point Public School grounds 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 has been determined to the front gate of Connells Point Public School.	
5	Signage clearly indicates the requirement of all adults to adhere to physical distancing requirements (1.5 metres).	
6	Children will be welcomed outside Connells Point BASC by an educator and a non-contact device used to sign their child into CPBASC.	
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	Due to enhanced safety and hygiene measures to mitigate the risk of COVID-19, interactions with any educators will be limited and physical distancing will be adhered to at all times between adults. Should families require longer conversations regarding their child's care, these should be conducted via phone or email where possible.	

STEP 2: RECORD OF ATTENDANCE

1	For each child, attendance records will include: <ul style="list-style-type: none"> the child's full name actual attendance times including arrival and departure date Name of the person dropping off and picking up the child 	
2	Families will be reminded to sign their child/children into Connells Point BASC either electronically or by written authorisation for Before School Care. Entrance to the centre will only occur once the family has signed the child in.	
3	The Responsible Person for the Afternoon School Care session will sign the children into Connells Point BASC either electronically or by written authorisation for Before School Care. Entrance to the centre will be one door into the school hall.	
3	Should families forget to sign their child/children in or out, National Regulations require an educator or the Nominated Supervisor/Responsible person 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 CPBASC.	
5	Head Counts will be completed 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 CONNELLS POINT BASC

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	A child's medication needs, or other important or relevant information should be passed on to the Responsible Person by the person dropping off the child (in cases when child(ren) attends Vacation Care only). 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.	
3	An Educator 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 cube/shelf space to store their belongings. A sign is posted above the lockers nominating a symbol for each child.	
---	---	--

STEP 4: TIME FRAME FOR TRANSITION FROM CONNELLS POINT PUBLIC SCHOOL TO CPABSC

1	Connells Point Public School last bell rings at 3.25pm which children are excused from their classroom.	
2	All children must be signed in by 3:30pm	
3	The responsible person must immediately contact all Authorised Persons on the Emergency contact list through the Xplor app.	
4	The responsible person will contact the Police at 3.35pm if the child is not located and considered missing.	

STEP 5: CHILDREN THAT DO NOT ARRIVE AT CONNELLS POINT BASC

1	If a child does not arrive at CPBASC at the expected time the responsible person will Phone parents to confirm if child were absent from school or left early.	
2	The responsible person will contact the Connells Point Public School office staff and enquire if they know of the child's whereabouts.	
3	The responsible person will ring all of the remaining contacts to enquire if they know of their child's whereabouts.	
4	If parents believe the child should be at school, the responsible person will immediately contact the school principal or delegate.	
5	If the child cannot be found 10 minutes after the school bells rang, the child must be considered missing.	
6	<ul style="list-style-type: none"> ○ <i>If the parents have been contacted and the child is subsequently found, the educator must immediately contact the parents to let them know.</i> 	

STEP 6: MISSING CHILDREN OF CONNELLS POINT BASC

1	<p>If a child is considered missing, the Responsible Person will:</p> <ul style="list-style-type: none"> • Contact the police by dialling 000. • Contact the child's Parents/Guardian. • Contact the school to inform them of the missing child. 	
2	The Nominated Supervisor will notify the regulatory authority within 24 hours of becoming aware of a serious incident.	