



Safe arrival of children – preschool procedure

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2</p> <p>Regulations: 102AAC, 102AAB</p>	<p>Leading and operating department preschool guidelines</p>	<p>ACECQA information sheet – Safe arrival of children [PDF 443 KB]</p> <p>ACECQA’s policy and procedures guidelines – Safe arrival of children [PDF 306 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self-assessment. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure

	<ul style="list-style-type: none"> • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

Contextual information	<p>Information regarding the authorised delivery and collection of children is collected from parents during an individual family interview as part of the preschool orientation process at the start of the preschool year. This information is recorded on a list of authorised collectors.</p> <p>There are no children currently enrolled and attending Sefton Infants Preschool who are transitioning between preschool and another service(s).</p> <p>If the current circumstances change, procedures for safe arrival of children transitioning between the preschool and another service(s) as well as a corresponding risk assessment and management plan will need to be developed with the parent/s of the relevant children.</p>
-------------------------------	--

Record of procedure's review

Date of review	4 October 2023
Who was involved	Sharna Labbe, Deana Talevska
Key changes made and reason why	Only introductory framework of procedure provided as currently no children transitioning between the preschool and another service/s.
Record of communication of significant changes to relevant stakeholders	Principal: 9 October 2023 (Day 1 Term 4) Staff: 9 October 2023 (Day 1 Term 4) Parents: 9 October 2023 (Day 1 Term 4) Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.