



Mawson Lakes Preschool Policy Security and Supervision of Children



The Department - and all staff who work with young children, have a duty of care to ensure the safety and wellbeing of all children entrusted to them. The educator team at Mawson Lakes Preschool have undertaken training in Child Protection and Responding to Risks of Harm, Abuse and Neglect – Education & Care (RRHAN) as well as other Departmental initiatives which involve and promote the safety of children.

In order to meet our duty of care requirements the educator team at Mawson Lakes Preschool have initiated the following procedures in regards to the sharing of information about children attending preschool and the collection of children from preschool.

The Preschool team will;

- Ensure Department COVID safe advice and information is provided to parents/caregivers regarding drop off and pick up of children
- Ensure children are signed into and out of preschool each day on the daily attendance sheet.
- Complete the roll each morning at first group time.
- Implement and maintain correct child/staff ratios to allow for optimal supervision during session times.
- Communicate with other educators when leaving an area to make sure the area is still properly supervised. This may include modifying the program if needed or re deploying staff for a period of time.
- Ensure volunteers, visitors and students do not have primary supervision of children.
- Be aware of drop off and pick up arrangements for individual children by checking the roll and kitchen diary during the day.
- Release children to authorised persons at departure time. If unsure of the identity of a person, photo identification will be asked for and details checked against the child's enrolment information before releasing the child.
- Not allow older siblings under the age of 18 to collect a child at the end of the day. If an older sibling arrives at preschool to collect a child, they will be required to wait at preschool until a parent/caregiver arrives.
- Work collaboratively with childcare staff to ensure that children moving between sites are signed in and out each day.
- In the event of offsite excursions ensure a risk assessment is conducted, which includes security and supervision as part of the process.

Families will;

- Contact the preschool via Class Dojo, email or phone to advise of late arrival or non-attendance at preschool.
- Follow COVID safe protocols as directed by the preschool
- Let an educator know when they are leaving at drop off or pick up time
- Ensure the gate is securely closed when entering or exiting preschool.
- Ensure that only their child is exiting with them.
- Inform staff of any changes to drop off or pick up routines – verbally or by phone, email or Class Dojo.
- Inform staff if a person other than an authorised person is dropping off or collecting a child. (ID will be required)
- Ensure that enrolment information regarding 'authorised' adults is kept up to date.
- Provide information to the Director (or delegate) about any alternative arrangements that need to be put in place for an individual child (eg custody or other court orders) and provide any supporting documentation.

In the case of an emergency, verbal consent will be deemed to have been given when the staff member is sure of the identity of the caller (*ie recognises voice, obtaining phone number from caller and checking number against enrolment form*). The staff member receiving the call will enter verbal consents into the kitchen diary. Details concerning the phone number, address, enrolment at preschool or attendance at preschool of any child must not be given out unless the parent(s) or legal guardian has given prior permission.

References

Preschool Attendance Recording Procedure (2022)
Department for Education intranet 2023

Education and Care Services National Regulations (2011) – Chapter 4: Part 4.2: Division 6/99
[Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)

Education and Care Services National Regulations (2011) – Chapter 4: Part 4.7: Division 1/158
[Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)

Education and Care Services National Regulations (2011) – Chapter 4: Part 4.7: Division 2/168
[Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)

Education and Care Services National Regulations (2011) – Chapter 4: Part 4.7: Division 3/177
[Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)

National Quality Standard 2.3 (2011)

- **Element 2.3.1 – Children are adequately supervised at all times**

[Quality Area 2 – Children's health and safety | ACECQA](#)

National Quality Standard 7.1 (2011)

- **Element 7.1.2 - Management Systems. Systems are in place to manage risk and enable the effective management and operation of a quality service.**

[Quality Area 7 – Governance and leadership | ACECQA](#)