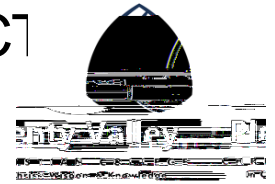




# PKELC DELIVERY AND COLLECTION OF CHILDREN POLICY



Document classification:	Version:	Date:
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This policy will provide clear guidelines to ensure the safe delivery and collection of children attending Plenty Kids Early Learning Centre

Plenty Kids Early Learning Centre is committed to:

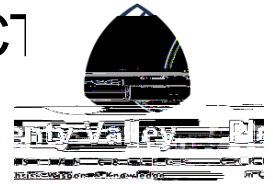
- ensuring the safe delivery and collection of children being educated and cared for at the service
- meeting its duty of care obligations under the law.

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, Educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities at Plenty Kids Early Learning Centre





# PKELC DELIVERY AND COLLECTION OF CHILDREN POLICY



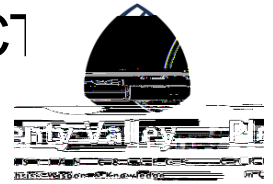
- \*NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma are required to be notified, not other health matters
- any emergency for which emergency services attended. NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution
- a child appears to be missing or cannot be accounted for at the service
- a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations
- a child was mistakenly led in or out of the service premises or any part of the premises.







# PKELC DELIVERY AND COLLECTION OF CHILDREN POLICY



In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

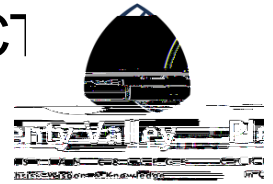
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

- Attachment 1: Authorisation procedures
- Attachment 2: Additional Authorised Nominee/s Form
- Attachment 3: Procedures to ensure the safe collection of children
- Attachment 4: Procedures for the late collection of children





# PKELC DELIVERY AND COLLECTION OF CHILDREN POLICY



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Child's Group:

3YO Joey

4YO Possum

4YO Wallaby

There may be times when someone else other than the parents/guardians will need to collect your child from Plenty Kids, or times when an injury or illness occurs and we can't get in contact with you.

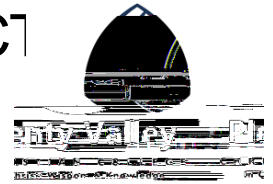
Please specify the names, contact numbers and addresses of those who you consent to:

1.





# PKELC DELIVERY AND COLLECTION OF CHILDREN POLICY



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Collect the child on my behalf  
Be contacted in an emergency  
Consent to medical treatment or administration of medication  
Authorise Plenty Kids staff to take the child on excursions outside the College grounds

Collect the child on my behalf  
Be contacted in an emergency  
Consent to medical treatment or administration of medication  
Authorise Plenty Kids staff **take** the child on excursions outside the College grounds







# PKEL DELIVERY AND COLLECTION OF CHILDREN POLICY