Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Safe arrival of children – preschool procedure table

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
NQS: 2.2 **Regulations: 102AAC, 102AAB**	Leading and operating department preschool guidelines	ACECQA information sheet – Safe arrival of children [PDF 443 KB] ACECQA's policy and procedures guidelines – Safe arrival of children [PDF 306 KB]

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Responsibilities

School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: • 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.
Preschool supervisor	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 which includes: • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • reflecting on how this procedure is informed by relevant recognised 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)	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 includes: • 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

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Contextual information	• **St Joseph's school provides a kindergarten transition program whereby their staff collect and return Biraleegal Goondi children. The collecting staff are indicated on each child's authorised list.** • **NSW Transport bus services provide transport for Biraleegal Goondi children as arranged by a child's parents. The collecting driver/staff are indicated on each child's authorised list.**
Communication	• During the enrolment meeting, preschool educators will ask parents if their child will be delivered to or collected from preschool by NSW Transport school bus service or other transport arrangements (transition programs) • Families will be provided with a copy of this procedure if their child will use NSW Transport school bus services. • Families are asked to inform educators of any changes to the child's arrival and departure arrangements. • Families will need to notify educators if their child will not be attending arrange transitions due to absence, illness or family commitments. • Preschool supervisor will email St Joseph's and NSW Transport school bus contractors at the beginning of each preschool year providing them with an updated procedure. • During delivery and collection educators from the Biraleegal Goondi and St Joseph's staff or bus driver/staff will exchange information regarding attendance and absences. • This procedure will be uploaded to the Biraleegal Goondi Teams drive in the Policy and Procedures file. • A list of children attending St Joseph's transition program is displayed on the staff information cupboard door in the main room. • A list of children who arrive and depart via NSW Transport school bus services are displayed on the staff information cupboard door in the main room.
Arrival	• For children arriving on NSW Transport school bus services or St Joseph's transition program, the transport driver or St Joseph's staff are responsible for transitioning children between the bus and Biraleegal Goondi preschool. • The bus driver or St Joseph's staff are to escort the child to the parent sign-in area of the preschool and ensure that they have spoken with a staff member to make them aware of the child's presence. • The bus driver or St Joseph's staff will sign children in as per authorised person. • Medication will only be given as per the medication procedure and policy. Parent/carer must sign for medication to be given.

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Departure	• For children departing on NSW Transport school bus services or St Joseph's transition program, the transport driver or St Joseph's staff are responsible for transitioning children between the Biraleegal Goondi and their bus. • The bus driver or St Joseph's staff are to collect the child from the preschool and escort them to the bus, ensuring that they have spoken with a staff member to make them aware of their presence to collect children. • Biraleegal Goondi staff will complete the transition attendance roll prior to staff departing with children. This is on the Staff Information Board • The bus driver or St Joseph's staff will sign children out as per authorised person list. Medication will only be given as per the medication procedure and policy. Parent/carer must sign for medication to be given. • Only people nominated on the authorised list can collect children and they must provide a photo ID on each occasion.
Written parent authorisation	• Parents/carers must provide a written consent form (Auhtorised Persons form) for their child to be collected by NSW Transport drivers and/or St Joseph's staff on enrolment or prior to kindergarten transition. • This form will be retained in each child's file and a list of all childrens' authorised collectors will be compiled and available for quick reference in the Emergency Staff Cupboard. • Only individual people nominated on the authorised list can collect children and they must provide a photo ID on each occassion.

If the child is missing or cannot be accounted for	• Families are required to inform Biraleegal Goondi if their child/ren will be absent, in particular children who arrive via NSW Transport school bus services. • Biraleegal Goondi will contact the parent/carer if the child is not in attendance to confirm the child's absence. • Biraleegal Goondi staff will contact the authorised person to confirm whereabouts of child and expected arrival time. • A missing or unaccounted child will be immediately reported to local police, school principal and parent/carer. Birraleegal Goondi staff will maintain updated contact with parent/carer until the child is located. • St Joseph's staff will immediately contact Biraleegal Goondi staff if a child is missing during transition. Biraleegal Goondi staff will immediately report missing child to local police, school principal and parent/carer.

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	• St Joseph's staff are to maintain communication with Birraleegal Goondi staff so Biraleegal Goondi staff can maintain updated contact with parent/carer until the child is located.

Record of procedure's review

Date of review	20/5/25
Who was involved	Alison Finlayson
Key changes made and reason why	New students - 2 children arriving/departing on NSW Transport School bus service (parent organised).
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Minuted staff meeting Parents: parents of involved children provided with procedure. 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.

Date of review	3/3/25
Who was involved	Alison Finlayson
Key changes made and reason why	No changes
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: All staff made aware through update preschool induction process. Parents: parents of involved children provided with procedure. 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.

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Date of review	17/07/24
Who was involved	Alison Finlayson
Key changes made and reason why	New procedure – 1 child arriving/departing on NSW Transport School bus service and St Joseph's kindergarten transition program.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: All staff made aware through update preschool induction process. Parents: parents of involved children provided with procedure. 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.

Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: 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.

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