

Edgeworth Child Care Centre Inc.

Checking the Premises for Children at the End of the Day Policy

Aim

To ensure that all children have left the service at the end of the day, and that no children remain on the premises.

Legislative Requirements

Education and Care Services National Regulation 2011
Education and Care Services National Law Act 2010
National Quality Standards 2011

Who is affected by this policy?

Children
Families
Staff

Implementation

The Approved Provider/Nominated Supervisor will ensure that at the end of each day all sleeping areas of the premises, including indoors and outdoors, are thoroughly checked by 2 primary contact staff to ensure that no child remains on the premises after the service closes for the day.

The following procedure will occur at all times:

Two Primary Contact staff will:

- Check the sign in/out sheets to see if all children have been signed out.
- Contact all parents of children who have not signed out to ensure they are aware of where their child is.
- Thoroughly check all beds/cots and all areas of the premises, indoor and outdoor.
- Sign the bottom of the sign in/out sheet to confirm that all children have left the premises.
- If a child has not been picked up refer to "Uncollected Child Policy and Procedure".

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Education and Care Services National Regulation 2011
Education and Care Services National Law Act 2010
National Quality Standards 2011

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 25 October 2017

Date for next review: October 2018