

# 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: 26 October 2016**

**Date for next review: October 2017**