



# Victor Harbor Community Kindergarten

## **QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY**

### **Working with distressed children at drop off times procedure**

Updated 21-2-2023

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#### **Purpose**

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At Victor Harbor Community Kindergarten all staff have a duty of care to support all children's health and wellbeing. Encouraging children to feel safe and secure is part of all staff's duty of care. Staff will ensure that children feel safe and secure when they dropped off in the mornings. All staff will support children during and after drop-offs.

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#### **Procedure**

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##### **1. Educators at Victor Harbor Community Kindergarten will:**

- Educators will greet families either at the gate or at a location in the kindergarten
- If a child becomes distressed and the family wants educators to support their child to separate the educator will firstly say to the parent, 'Would you like me to support your child'?
- When a child has become really distressed and won't leave their parent/caregiver two educators will support the child and parents.
- One educator will take the child in a respectful way making sure they are using safe handling practices at all times. This may be either taking the child gently by the hand or getting down to the child's level to support them to come with you
- Once the parent says goodbye and has left the kindergarten the child will continue to be supported by an educator. If they are still visibly upset and do not want an educator to support them, the child has the right to go off to a location of their choice.
- At all times following this, an educator needs to make sure they are watching the child and they are safe.
- An educator can approach the child again when they feel the child has had enough time to calm down. Following on from this an educator will support the child to engage in learning.
- In discussion with families, different strategies will be tried to support smoother transitions. This may include social stories and or visuals.
- Once the child has calmed down parents will be notified either via see-saw or phone that their child has calmed down and the strategies that were used and how the child responded.

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#### **Source**

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- Education and Care Services National Law and Regulations
- NQS Quality Area 2 – Children's health and safety, NQS Quality Area 5- Relationships with children, NQS Quality Area 6- Collaborative partnerships with families and communities
- ECA-Code of ethics - [ECA Code of Ethics - Early Childhood Australia](#)

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## Legislation Requirements

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- Regulation 165 Adequate supervision
- Regulation 155 Interactions with children

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## Approved and Checked By

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Review 2024 or as required

Approved and Checked By:

Centre Director

.....Date .....

Governing Council Representative

.....Date .....

## REVIEW

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
February 2024	<ul style="list-style-type: none"><li>• No changes</li><li>• Added Legislation Requirements</li></ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
November 2023	<ul style="list-style-type: none"><li>• Procedure created</li></ul>		February 2024