
	Management Area: Children's Services	Version No: 3.0 Pages: 4
	Category of Policy: Operational	Approval Date: 12/07/2023 Policy Approver: Head of Children's Services
Policy Title: Delivery and Collection of Children Policy		Author: YMCA of SA

YMCA SOUTH AUSTRALIA

Delivery and Collection of Children Policy

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1. Purpose

To ensure the ongoing safety of children and young people attending a YMCA Children's Service, and in their safe management of their delivery and collection. This can be critical during the transition times in a service. This policy will also ensure all educators meet their duty of care in providing a safe, supervised environment.

2. Scope


The scope of this policy applies to all Board members, Sub Committee members, educators, and volunteers. This policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this policy.

3. Policy Statement

All YMCA services are committed to ensure the safe delivery and collection of children and young people being educated and cared for in our services and programs. A duty of care exists at all times whilst children and young people are in the care of a YMCA. Our policy follows the regulated requirements in the Education and Care Services National Regulations 2011.

4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>

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Responsible Persons	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy.</p>

5. Key Relevant Documents


- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- Safeguarding Children and Young People Policy
- Delivery and Collection of Children Procedure

6. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

7. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	12/07/2023	Removed interstate references. Updated legislative and industry requirements. Updated document name. Added procedure reference.	12/08/2023	July 2025
3.0	26/05/2025	Reviewed. No changes needed.	26/05/2025	May 2027

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