

Arrival and Collection of Children

Purpose

EY@PP is committed to ensuring the safe delivery and collection of children by complying with all the legislative requirements and fulfilling our duty of care.

Procedures

All parents have powers and responsibilities in relation to their children which can only be changed by a court order.

Guardians are people who have been given lawful authority by a court order to be responsible for the childcare and welfare.

Authorised nominees are people who have been given permission by a parent or guardian to collect the child from the education and care services. Both guardians and authorised nominees are both able to collect children.

Delivery of Children to the Service

- An attendance book is provided in which parents/guardians will sign in and list the time of delivery upon the actual delivery of their child/children to the service. (Part 4.7 Reg. 158)
- The staff will complete this task if for any reason the parent/guardian does not complete it.
- If this occurs parents are asked to sign next to the staff member's signature on return to the service.
- Once the attendance book has been signed and time of delivery entered by the parent/guardian, or the parent/guardian leaves the service, the supervision of children on the premises **becomes the responsibility of the staff members at the service.**

Collection of Children from Service

- An attendance book is provided in which parents/guardians will sign out their child/children upon their collection from the service and list the time of collection.
- The staff will complete this task if for any reason the parent/guardian does not complete it.
- If this occurs parents are asked to sign next to the staff member's signature when they next attend the service.
- Once the attendance book has been signed and the time of collection noted, even though staff still have a duty care it is assumed the children's supervision is the **responsibility of the parents/guardians** while they are still on the premises.
- Children will only be released into the care of an authorised nominee person nominated in writing by the parents or guardians. Please note the authorised nominee person must be aged eighteen (18) years and over
- Staff will only release a child to the parent/guardian, or authorised nominee person to collect the child. Phone authorisation of a previously nominated person is sufficient at short notice.

- The parent/guardian must tell the senior staff member present the name of the person they wish to collect their child/children and this person will be required to produce legal photo identification (e.g. Driver's Licence, Passport, Keypass).
- The parent/guardian must add any person they authorise to collect their child to the enrolment form or collection authorisation form.
- All persons who are not known to the service staff who arrive to collect child / children from the service will be asked for photo identification before they are allowed to collect your child.
- The supervision of children who accompany their parents/guardians, but are not enrolled at the service, are the **responsibility of the parents/guardians** whilst they are on the premises and must abide by the centres policies and procedures.

Procedure in Relation to Late Collection of a Child

In a situation where the parents/guardian or carer is late in collecting their child and has not notified the service that they will be late, the staff will:

- Attempt to contact the parents/guardians of the child from contact numbers listed on the child's enrolment form.
- Contact the authorised nominee to collect the child, if after fifteen minutes of service closure or end of kindergarten session the parents/guardians still cannot be contacted.
- Contact the Service Manager if the parents/guardians and authorised nominees cannot be contacted or are unable to collect the child.
- Continue to attempt to contact the parent/guardians and authorised nominees.
- Two Educators will remain on the premises at all times until a suitable outcome has been reached
- In situations where the parent/guardian or authorised nominees cannot be contacted, the Service Manager or most senior Educator will contact the Police stating that the service is unable to contact parents/guardians or authorised nominees for the child/children.
- The Educators will follow the advice given to them by Police.
- A late fee is payable by the parents of a child /children collected late from the service. (See parent handbook for late fee payments)

In the interest of your child's safety, Educators are unwilling to release any child into the care of any person who is under the obvious influence of drugs/alcohol. Should this situation occur, Educators will discourage the person from leaving with the child and call another parent/guardian or an emergency contact person to assist. Educators will not put themselves at risk in such a situation. Thus, should the person leave with the child and Educators have significant concerns for the child's safety, they may alert the Police of the situation and request their intervention.

Related Policies:

- ❖ Fees & Payment
- ❖ Acceptance and Refusal of Authorisation
- ❖ Enrolment & Orientation

Sources:

Education and Care Services National Regulations 201
 Educational and Care Services National Law Act 2010
 Early Childhood Australia

Victorian Legal Aid and Department of Human Services,1999, *Legal Aspects of Child Care: A Guide for Workers in Child Care Centres, Preschools and Parents – 6th Edition*. Victorian Government Department of Human Services

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