



ARRIVAL AND DEPARTURE AND COLLECTION OF CHILDREN

Aim:

To ensure all parents are aware of the procedures for dropping off and picking up children from the Centre as well as being aware of the operating hours.

Explanation:

Young children need to always be under the direct supervision of a responsible adult to ensure their safety and well-being.

Hours of Operation

Hours: 7.30am – 5.30pm

Implementation

- It is the family's responsibility to bring children into the Centre on arrival and to collect from the Centre. Please make sure staff have received your child before you leave in the mornings.
- Families must sign the child in/out using the ipad based "Kiosk" system on arrival and departure from the centre.
- Only nominated people (as stated on the enrolment form and the "Authority to Collect" form) can collect children. If a different person is to pick up a child, an email, a letter or a phone call must be made/given to the staff prior to the collection of the child. Staff will not release students to unauthorized persons.
- Regulation 157 states that both parents of the child must be able to enter the premises at any time that the child is there. In other words one parent cannot stop the other parent having contact with the child unless
 - a) the parent's entry would pose a risk to the safety of children and staff of the service
 - OR
 - b) the entry would contravene a court order.
- Sometimes a court order may prevent a parent or other person from collecting or having access to a child. Examples of such orders include Family Court orders, family violence-related orders, child protection orders and bail orders. See Reg 99.
- Any person to collect a child must be deemed responsible by the parents of the child and the "Responsible Person" at the Service. The person collecting the child must not be under the age of 14 years.
- Parents must notify the Parent Liaison or Responsible Person of any changes to information given on the enrolment form such as change of address, phone number, mobile number, authorized persons, emergency contact and work place.
- Educators must check roll on each occasion of going between the licensed premises and an excursion (even carpark) for the group to ensure no children are missing.



- Educators must ensure there are no children left on the premises before they leave each day by checking a centre iPad and in all areas of the Centre. If a child has not been signed out and no educator can declare that the child was collected by....., then the staff must call the family to ensure the child has been collected. The responsible person in charge is responsible for ensuring that all children have left the centre prior to closing and locking the centre.

This policy links to the following NQS:

National Quality Standards: 2.2.1

See Appendix 1-National Law (section) and National Regulations (regulation, 99)

COLLECTION OF CHILDREN POLICY

1. By a person considered unfit:

If the person collecting the child appears to be intoxicated, or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, the staff are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present and in a confidential location.

Educators are to suggest that they contact the other parent or emergency numbers from the enrolment form to inform them of the situation and request they collect the child as soon as possible.

If the person refuses to allow the child to be collected by another authorised person, Educators can consider offering to arrange a taxi (which Centre will pay for if needed) and if that is refused, are to inform the police of the circumstances, the person's name and vehicle registration number.

Staff cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.

Where there is a dispute between parents about who is authorised to collect:

Unless there is a court order denying access both parents must be given access to the child. It would be usual then that either parent can therefore authorise a third party to collect a child on their behalf. However, if either parent disputes the third party's right to collect a child then access will be limited only to parents with access rights and other agreed upon third parties.

Any third parties previously agreed upon will only be removed from having collection access if-

Both parents notify/ agree in writing or the third party is declared not fit by court order or such.

This policy links to the following NQS: National Quality Standards: 2.2.3, 6.1.1, 6.1.3.

See Appendix 1-National Law (section) and National Regulations (regulation 99 and 157)