



## Arrival and Departure of Children Policy

### **Child-Safe Standard:**

This policy will consider all aspects of The Child Safety Standards in regards to authorised persons (Standard 10 Policies and Procedures) and thereby minimising potential risk factors

### **Aims:**

To provide a clear policy and procedure for the safe arrival and departure of children from The Rumpus Room Children's Centre.

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.

To ensure all staff are aware of the procedures and therefore maintaining our goal of providing a child safe organisation

### **Explanation:**

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

### **Hours of Operation:**

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 and as you collect them in the afternoon.
- Families must sign the child in/out on OWNA 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 notification on OWNA or a phone call must be made/given to the staff prior to the collection of the child. On arrival to collect, staff are required to sight appropriate photo identification. Staff will not be able to release children without prior notification and identification provided.
- Sometimes a court order may prevent a parent or other person from collecting or having access to a child. In this case, the related court papers must be provided to the centre.
- Any person to collect a child must be deemed responsible by the parents of the child and the "Responsible Person" at the Service.
- Parents must notify the centre of any changes to information given on the enrolment form such as change of address, phone number, mobile number, authorized persons, emergency contact and workplace.



- Educators must ensure there are no children left on the premises before they leave each day by checking the OWNA Kiosk system and physically 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. Educators are required to sign that no children are left in the Service on the end of day checklist. This is a legal declaration.

**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.

**2. By a minor:**

Any person to collect a child must be deemed responsible by the parents of the child and the "Responsible Person" at the Service.

**3. 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.

**This policy links to the following NQS:**

**National Quality Standards: 2.2.3, 6.1.1, 6.1.3 & 2.2.1**

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

**Resources:**

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

**The Office of the Children's Guardian, NSW Government. Child Safety Standards**