

CHILD COLLECTION PROCEDURE

Related Policy – Acceptance and Refusal Policy [Childcare Policies / Quality Area 2]

Related Form – Enrolment Form [Compliance / Collaborative partnerships with families and communities / Enrolment Pack]

This procedure works in conjunction with the 'Acceptance and Refusal' Policy and the Enrolment Form.

A child departing from the Service must be given into the care of a parent/guardian. Educators have a duty of care to ensure they are aware of who is collecting each individual child.

Educators will ensure:

1. If a parent/guardian is not accessible, it must be established that a person who is authorised in writing by a guardian to collect the child from the Service.
2. If written authorisation is not able to be sought, the Service must write down verbal instructions including:
 - Precise identification and name of the person to collect the child
 - The relationship to the child
 - The time of collection
 - Any other relevant information
3. A child is not released to a person under 18 years from the Service
4. When families/authorised people come to collect a child, they have formal photo identification such as a driver's license to confirm and establish the identity of the person collecting.
5. A photocopy is taken of the person's identification and placed into the child's file.

Parents who are separated/divorced:

- Educators will treat both parents equally for collection purposes, unless there is a court order in place
- If written authorisation is not readily available from both parents, verbal permission will be sought at the Service's discretion.
- If verbal permission is not obtained the other parent/guardian will be advised.

Custody Order:

- If a parent/guardian is named in a custody order, they are by law unable to take the child from the Service.
- Educators will explain the Service policy and custody order in place
- Educators will contact the parent/guardian immediately
- If the non-custodial parent/guardian is agitated or threatening in anyway, the Educator will phone the police. The Educator will not put them self at risk. This may require allowing the child to leave with the parent. If so, they will contact the police immediately.

Intoxication (alcohol/drugs):

On the occasion a parent or authorised person may come to collect a child whilst under the influence of drugs or alcohol or present them self in a manner that suggests their ability to safely collect a child is impaired. As

Educators, we have a duty of care to ensure the health and safety of children, adhering to the National Regulations and complying with state and territory child protection laws.

If Educators believe the person picking up the child is unfit to take responsibility of the child, they will bring the matter to the person’s attention before releasing the child. Where possible, this is a discussion that should occur without the child present. Educators will suggest they contact another person from the enrolment form to come and collect the child. If the intoxicated person refuses, Educators will inform the police of the circumstances; include the person’s name and vehicle registration details.

Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law
- Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Child Protection (Working with Children) Act 2012
- Children and Young Persons (Care and Protection) Act 1998
- The Ombudsman’s Act 1974
- Community and Disability Services Ministers' Conference (2005). *Creating safe environments for children: Organisations, employees and volunteers: National framework.*
- Community and Disability Services Ministers' Conference (2005). Schedule: Guidelines for building the capacity of child-safe organisations. *Creating safe environments for children: Organisations, employees and volunteers: National framework.*
- <https://www.dcp.wa.gov.au/>The Commission for Children and Young People Act 1998 Childcare - reporting child abuse and/or neglect, and mandatory reporting of child sexual abuse
- My Time Our Place
- National Quality Standard.

Review

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