



Collection of Children Procedure

Rationale

All children have the right to receive quality education and care in an environment which ensures their health and safety. The Education and Care Services National Law Act requires that an approved provider takes reasonable care to protect children from risk of harm and ensure that children are released to authorised persons which is a key aspect of ensuring safety.

Legislation and Government Requirements

State and Territory Laws relating to child protection
Education and Care Services National Law Act 2010
Education and Care Services Regulations

Strategies for Implementation

Arrival at the Service

On arrival families and children are welcomed. Parents/Caregivers must document the time they arrive and sign their child in on the sign in sheet and sign their child out on collection of their child.

Parents write the name of the person collecting their child in the notes section if it is someone other than themselves.*

*This person must be someone on the child's enrolment form who is authorised to collect.

Authorisation for Collecting Children

On enrolment, the names and contact numbers of all persons authorised to collect children must be included on the enrolment form. Any changes to these must be authorised in writing to the Kindy by the enrolling parent. The centre must also keep evidence of any court orders relating to guardianship of and access to the child including parenting orders.

A child departing from the centre must be given into the care of a parent/caregiver or person who is authorised to collect on the child's enrolment form.

A child will not be released to a person 16 years or younger from the kindy.

If circumstances prevent a parent or caregiver that is authorized to collect the child from collecting the child then the parent must phone the kindy providing verbal instructions including:

- Precise identification and name of the person to collect the child
- The relationship to the child
- The time of collection and any other relevant information

The parent/guardian should be informed verbally that formal identification will be asked of that person, such as a driver's licence to confirm and establish the identity of the person collecting. This will be asked for by an educator on their arrival in order to collect the child and then sign them out.

Late collection:

The centre's staff will attempt to contact parents/caregivers to remind them to collect the child at 3.30pm if no response staff will ring emergency contacts on the enrolment form. If no contact can be made with parents or emergency contacts when children are not collected by 4.00pm, Crisis Care may be contacted to collect children and any advice received should be documented and followed. All attempts to contact parents/emergency contacts are to be documented.

Our late collection policy will be implemented if the child is collected late on several occasions.

In the case of separated parents:

- ❖ We will treat separated parents as equal for collection purposes if both parents are on the child's enrolment form, therefore both parents should agree on who is able to collect their child.

When there is a custody issue:

- If a parent/guardian that is named in a custody order and unable by law to take the child arrives at the Centre the parent/guardian who has full custody is to be contacted immediately.
- Explain the Centre policy regarding collection by authorised persons with written authority.
- If directed by the full custody parent/guardian to contact the police the staff or Director may do so. (If the non-custodial parent becomes agitated or threatening in any way **DO NOT** put yourselves at risk, let them take the child and then contact the police).

The staff's primary responsibility is to the safety and welfare of all children in the Centre (as well as themselves). In any situation that has the potential to become dangerous it is best to co-operate and contact the police immediately.

A note regarding suspected parent/guardian intoxication:

Staff have a duty of care to ensure the safety of children in their care. If a staff member suspects that the safety of a child might be compromised the following steps will be followed:

- Staff will advise parent/caregiver to contact a friend/relative to pick them up or offer to call a taxi.

If a parent/guardian insists on collecting their child, staff will record this information and advise the parent or guardian of this. The police will also be contacted and advised of the situation.

Under Part 4 of the Children's Protection Act 1993, we are legally obliged to notify Families SA via the Child Abuse Report Line (CARL) 13 14 78 if we suspect on reasonable grounds that a child/ young person's health or safety is at risk.

Links to Other Policies

Delivery and Collection of children Policy

Confidentiality Policy

Enrolment Procedure

Grievance Policy

Late Collection Policy

Sources

DEEWR Child Care Service Handbook

1.3.2017 Updated: February 2018

Due: February 2019 Reviewed 7/2/2019 No Changes

Due Feb 2022 Reviewed March 2020 Updated- changed the time for collection

Reviewed 2021 updated Covid procedures re drop off and pick up.

Due Feb 2023 Reviewed: Feb 2023 removed the Covid-19 procedure

Due: March 2026



Arrival and Collection procedure (Parents & Caregivers)

Please encourage your child to carry in their own kindy bag. They can put their named fruit in the fruit basket and their lunch box and water bottle inside on the shelf and then their bag into their named locker. (This is a great way to encourage your child's self-confidence and resilience with being independent and responsible for their own belongings. Your child will also know where their belongings are during the day.

Sign your child in on the sign in sheet

We ask parents/caregivers to please sign their child in with the time of arrival on the sign in sheet for safety purposes. (The sign in sheet is located in the parent information area under the veranda, on the wooden table)

For safety reasons, if there is no educator outside, children must be brought into the centre and not left outside by themselves.

If someone other than yourself or husband/partner is collecting your child, please notify staff and write their name in the notes section on the sign in sheet.

If that person is not listed on your child's enrolment form as having authority to collect your child you will need to add their details onto your child's enrolment form before leaving. If the person collecting your child is not known to staff they will be required to show a form of photo I.D. e.g. drivers license.

Once the doors are open at **8.25am** come and say hello to staff. Children can put up their photo on the 'look who is here today board'. Children might like to learn to recognize their name from their name card on their sign in table or have a go at tracing/copying or writing their name on their sign in table inside. Enjoy sharing an inside activity with your child and then say goodbye either before or by 9am. Please speak with a staff member if you have concerns about leaving your child. We are happy to support you.

Collecting your child

When collecting your child at the end of the day please **sign your child out** (on the attendance sheet on the wooden table by the parent information area)

Children are said goodbye to from the end of day gathering time inside by an educator when the appropriate parent/caregiver is seen.

Children are not permitted to go with a person other than their parent/caregiver or a nominated person on your child's enrolment form i.e., emergency contact person.

*If picking up arrangements change during the day, please phone the kindergarten and notify staff of their full name, contact number and their relationship to your child or send a message on class dojo. Thankyou
Please remind the person collecting your child that they will need to bring photo I.D.*

Early and Late Arrivals

The kindergarten gate is locked from 9.00am to 3.00pm if you arrive during those times and the gate is locked either phone the kindy or feel free to call out to the educator outside.

Should you pick up your child early, please speak to a staff member before leaving with your child and sign your child out.

We understand that due to unforeseen circumstances that you might run a little late and we appreciate you letting us know. If you are going to be more than 10 minutes late please organize your emergency contact person to collect your child.

A late fee will be applied if a parent is continually late for pick up. Kindergarten finishes at 3.30pm.