

**MCKAY CHILDREN'S CENTRE INC.  
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE**

<b>ELM-1 COLLECTION OF CHILDREN</b>
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**Policy Statement:**

The security and well-being of children in care at McKay Children's Centre is of the highest priority. The following procedure must be strictly adhered to by all Centre educators, management and parent/guardians.

**Procedure:**

On enrolment and at regular intervals the Centre must establish the identity of guardians and authorised persons able to collect the child from the Centre. The Centre must also keep evidence of any court orders relating to guardianship and access to the child including parenting orders.

A child departing from the Centre must be given into the care of a parent/guardian. If a parent/guardian is not available, the child must be released into the care of an authorised person. Authorised persons need to be listed on the enrolment form as Emergency Contacts & Collection Authorities. A child will not be released from the Centre to a person 16 years or younger from the Centre.

If circumstances prevent a parent/guardian or authorised person collecting the child and written authorisation is not able to be sought, the Centre must write down verbal instructions including:

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

If staff are not familiar with the collector, identification will be required e.g. driver's licence. Children will only be released to authorised persons.

Childcare and OSHC parents/guardians are required to record daily times in and out and to sign the Attendance Register. This is a legal requirement.

Childcare and OSHC parents/guardians must bring children into the Centre and notify staff when leaving at arrival and departure times.

Children accessing OSHC or childcare from Kindergarten are transferred and signed in by staff. Children accessing Kindergarten from childcare are transferred and signed in by staff.

Kindergarten bus children will always be put on the bus unless the staff are informed otherwise via phone or child's bus communication book. A written note via a child's bus communication book is required when regular arrangements are changed.

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.

The staff will 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 team leader or Director may do so. The staff's primary responsibility is to the safety and welfare of all children in the Centre (and to themselves). In any situation that has the potential to be dangerous the staff will cooperate and contact the police and/or Families SA immediately.

If a parent/guardian is intoxicated staff have a duty of care to ensure the safety of children in their care. If staff suspects that the safety of a child might be compromised the following steps will be taken:

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

**Sources:**

- Education and Care Services National Regulations 99
- Preschool Enrolment Policy (DECD)

**Related Policies:**

- Policy Reference Number: ELM-1
- Review Frequency: Annual
- Last Reviewed: August 2017
- Next Review: August 2018