



Murray BridgePreschool Kindergarten

Delivery and collection of children Policy

To ensure the safety and wellbeing of children and to fulfil our duty of care, it is crucial that children are received by a staff member in the morning and returned to either their parent/carer, or a person authorised by them, at the end of their care. The Kindergarten's SIGN IN Sheet is a safety measure to record children's attendance and to ensure that all children are properly accounted for at the time of arrival and departure. These records are required for accounting for children through the day, during emergencies and during excursions. The following procedures will be observed :

ON ARRIVAL

- The child must be received by a Kindergarten staff member.
- The person accompanying the child to the Kindergarten must make a signed record in the register of the time of the child's arrival.
- If the person accompanying the child to the Kindergarten fails to make a signed record, it is the responsibility of the staff member who received the child.

ON DEPARTURE

- A staff member must observe the child's departure.
- The person collecting the child from the Kindergarten must make a signed record in the register of the time of the child's departure.
- If the person collecting the child from the Kindergarten fails to make a signed record, it is the responsibility of the staff member who observed the child's departure.

COLLECTION AUTHORISATION

- On enrolment, the full DECD enrolment record must be completed and Kindergarten staff must establish the following:
 - full name, residential address and telephone number of each parent/guardian of the child
 - name, address and telephone number of each person authorised to collect the child
 - name, address and telephone number of any other person who may be able to collect the child in an emergency if a parent/guardian or authorised person is not available
 - Phone numbers and Emergency contacts to be updated each term.
- The Director and staff members of the Kindergarten must ensure that children departing from the Centre are given into the care of a parent/guardian or a person authorised in writing by a parent/guardian to collect a child from the Centre.
- Should unforeseen circumstances make it impossible for a parent/guardian to provide written authorisation:

- the staff member should write down the verbal instructions including precise identification of the person who is to collect the child
 - at the earliest opportunity, the parent/guardian should confirm in writing the verbal instructions
 - when the nominated person comes to collect the child, the staff member should confirm the nominated person's identity, for example, by sighting and noting evidence of identity
- If a guardian fails to collect a child at the end of the day:
 - attempt to contact parents/guardians
 - if this fails, attempt to contact nominated emergency contacts
 - contact the Police to enquire about any accidents
 - if all efforts fail, contact Crisis Care (131 611) to seek advice
 - any advice received should be documented and followed
 - remain at the Centre with the child until relevant authorities arrive
 - under no circumstances are staff to remove a child/ren from the Centre
- If a situation arises where a non-custodial parent makes an attempt to take his/her child from the Centre, without the permission of the custodial parent, and there is no knowledge of a custodial order limiting the rights of the non-custodial parent:
 - Staff will inform the non-custodial parent of the Centre policy that children can be released **ONLY** to an authorised person, according to the enrolment form
 - Staff will ask for identification from the non-custodial parent
 - Staff will attempt to contact the custodial parent
 - If another staff member is present, they will contact Police Assistance (131 444)
 - If the person trying to take the child/ren becomes demanding, abusive and/or potentially violent, it is the Director's responsibility to safeguard the interests of the other children and the staff
 - If no contact can be made with the custodial parent, the child may only be released under duress after the Police have been notified
 - If a parent arrives to collect a child and appears to be intoxicated or under the influence of some other substance, staff will not release the child/ren if they will be placed in a potentially dangerous situation without:
 - Attempting to contact the other parent/carer, other emergency contacts or persons authorised to collect them
 - Encouraging the parent to take a taxi (with the parent being liable for the fare) if no other contact can be reached
 - Informing them that the Police will be notified, if the parent refuses to take a taxi

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