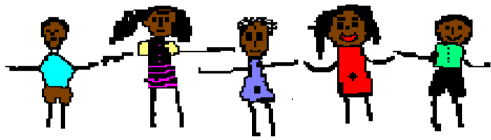


Port Lincoln Children's Centre Incorporated



Issue No :	
Issue date	
Review date:	
No Pages:	
Initials	Date

Safe Arrival and Collection of Children Policy

Statement

To ensure the appropriate responsibility for the safety and welfare of the children in care is taken, each child must be formally accepted into the care of staff and collected from them.

Procedures

- Parents must always take their child/ren to a staff member on arrival and inform a staff member of departure.
- When entering or leaving the room all users will make sure the door is securely closed behind them.
- All children must be signed in the attendance book on arrival and out of the Centre on departure.
- Parents must indicate on the Attendance book who will be collecting their child if it is someone other than the parent.
- If the person designated to collect the child changes through the day, parents should contact the Centre to advise of new arrangements. Staff will record instructions i.e., name and relationship to child and time of pick up in the Attendance book.
- Staff will only hand over children to the person who is designated in writing; on the Attendance book; enrolment form or authorisation sheet.
- If a person other than the parent is to collect the child on a regular basis this information must be given to the Centre in writing and the Team Leaders will be informed. Staff will record the person's name in the attendance book each time.
- If the designated person does not arrive to collect the child, another authorised person will be contacted to collect the child.
- If staff do not know the person collecting the child, photo identification will be required to be shown.
- Children will not be released to minors (children under 18yrs).
- The Centre requires copies of up to date Family Court Orders/ Access/custody orders, before the Centre can comply with them. These will be filed confidentially in the Director's Office.
- In the case of a parent/guardian arriving at the Centre by vehicle to collect their child in a visibly intoxicated or unfit state to drive the a senior staff member will:

- Talk to the parent or person collecting the children and explain their concern.
- Offer a tea or coffee and try to arrange for the emergency contact person to collect the child.
- Call a taxi.
- If there is a safety issue to staff or other children in centre, contact police.
- If parents insist on removing child from the centre, and staff have concerns for child's safety, staff will report to police and Families SA Child Abuse line.
- Director will be informed and written report documented.
- All information will remain confidential.

In an emergency if the parents of the child cannot be contacted, the person stated on the enrolment form as an emergency contact will be contacted. It is expected that all persons recorded on the enrolment form have the authority to collect the child from the Centre in the event of an emergency, illness and late collection.

No enrolment will be accepted without an emergency contact.

Late pick up : See Late Pick up Policy

References

National Quality Standards

Education and Care Services National Regulations

Port Lincoln Children's Centre Incorporated



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Dear Parents/ Caregivers,

Attached is a draft copy of the Centre's new

Safe Arrival and Collection of Children Policy. The centre is legally required to have this policy for the SAFETY OF YOUR CHILDREN.

As this policy affects every family we would like you to have input before it is passed by the committee. Please read the policy then fill in and return the slip from the bottom of this page or speak to Joanne or Lynn before 27.7.12.

Thank you for your cooperation.

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Name.....

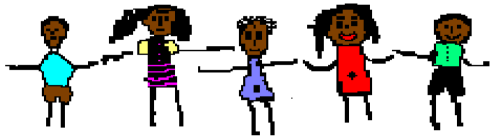
Date.....

I do not wish to make any comments or suggestions

Please consider these suggestions and alterations

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Port Lincoln Children's Centre Incorporated



We are currently updating information on the people who are authorised to collect your children from childcare. Please fill in the form below.

Child/ren

Parent..... Parent

Address..... Address.....

Phone Number..... Phone Number.....

The following people are authorised to collect my children from Port Lincoln Children's Centre.

1. Name

Address.....

Relationship to child.....

2. Name

Address.....

Relationship to child.....

3. Name

Address.....

Relationship to child.....

4. Name

Address.....

Relationship to child.....

5. Name

Address.....

Relationship to child.....

6. Name

Address.....

Relationship to child.....

If a person listed is unknown to staff they will require identification on the day.

Please note if you require some-one not listed to collect your child we will need written or verbal authorisation on the day.

Signed.....

Date / /20