

Camp Gan izzy - Delivery and Collection of Children Policy

National Regulations

Regs	99	Children leaving the education and care service premises
	102	Authorisation for excursions

Aim

To provide a physical environment that is safe, appealing, constructive, well-maintained and welcoming to all individuals who use it.

Who is affected by this policy?

Children
Families
Carers

The following procedure must be adhered to at all times to ensure the safety of the children.

Arrival:

- All children must be signed **IN** by their parent or responsible adult as nominated in their enrolment forms. This also assists carers in the event of evacuation of the service. **This is the parent/caregivers responsibility.**
- To ensure each child is cared for at all times, carers will greet and receive the child at all times.

Departure:

- Nominated Supervisors are to ensure that the Authorised Nominee pick-up list for each child is kept up to date.
- No child will be released into the care of any persons not known to carers. If carers do not know the person by appearance, the person must be able to produce some form of photo identification to prove that they are an Authorised Nominee as listed on the child's enrolment forms.
- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of identification.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.

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- Parents must give prior notice of any variation in the persons picking up the child. If notice is not given, and carers cannot contact the parent, the child must not be released into the care of that person.
- If the person collecting the child to be appears intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, the carers are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. Carers are to suggest that they contact another parent or Authorised Nominee from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another Authorised Nominee, carers are to inform the police of the circumstances, the person's name and vehicle registration number.
- Carers cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.
- At the end of each day educators must check the premises including outdoors and indoors to ensure that no child remains on the premises after the service closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Reviewed: 04 – 01 – 2017

Date for next review: 04 – 01 – 2018