

## **SECURITY AND COLLECTION OF CHILDREN**

It is important that staff ensure that children are returned to either their guardian or a person authorised in writing by their guardian. Authorised people are recorded on the child's enrolment form at enrolment and updated as required. Authorised people must be aged 15 years or older.

Should unforeseen circumstance make it impossible for a guardian to provide written authorisation for someone else to collect their child, the guardian **must** provide verbal authorisation including precise identification of the person who is to collect the child. (At the earliest opportunity, the guardian should confirm in writing the verbal instructions.) When the nominated person comes to collect the child, a staff member must record the means by which they established the nominated person's identity on the sign in sheet ie drivers license, distinguishing features.

Under no circumstances can a child be released to a person who has not been authorised verbally or in writing by the child's guardian.

All children must be signed in and out on the daily attendance sheet.

### **Family Court Orders**

Staff cannot stop a parent from collecting their child unless there is a court order to support such action.

Yankalilla Community Children's Centre is obliged to comply with court orders. The Centre must keep a copy of the court order which will be filed with the child's enrolment forms. A list of children subject to court orders will be kept on a fridge list titled "no custard".

If a non-custodial parent arrives and demands a child, the following steps will be taken:

- Remain calm and positive
- Seek support from the Centre Director who will try to contact the custodial parent immediately
- The Director / Responsible person in charge will take the non-custodial parent to the office or an area away from the children and inform the person that you are bound by legal requirements not to release the child except to a person authorised in writing (Give the person a copy of the policy)
- If the non-custodial parent refuses to leave or creates a disturbance, the Director / Responsible person in charge should call the police.

### **Intervention Order (previously known as restraining order or domestic violence order)**

It is the responsibility of a parent to inform the Director if an intervention order involving a child enrolled at our centre has been issued. In the case of children enrolled in our preschool program, DECD (Department of Education and Child development) will notify the centre.

Upon receipt of an Intervention Order and associated documentation, the Director will:

- Notify all staff of the conditions of the IO, its status (active/not active, varied, revoked) and the action to be taken in relation to the IO.
- File the IO in the protected persons file (child or staff).

If the defendant named in the intervention order attempts to breach the order and if it is considered safe to do so, staff should make an attempt to persuade the defendant not to pursue the course of action intended. If a defendant continues to insist on conduct at the centre that is inconsistent with the IO, then the Director or Responsible person in charge will contact the police immediately.

Under no circumstances will a staff member allow themselves or others to be placed in a position of danger. Staff must not physically restrain defendants in breach of an IO. If a defendant is abusive towards staff, uses or threatens to use physical violence or refuses to leave the centre when directed to do so, the police will be immediately contacted.

### **Late Collection of children**

Yankalilla Community Children's Centre closes at 6pm. A late pick up fee of \$1.00 per minute will be imposed for children not collected before the end of their booked session (1pm or 6pm). One verbal warning will be given prior to a late fee being imposed.

If a parent / guardian has not arrived by 6pm to collect a child, the Director / Responsible person in charge will attempt to contact the child's parents. If parents cannot be contacted the Director / Responsible person in charge will attempt to contact the child's nominated emergency contacts. (The attempts to contact the parents and emergency contacts will be documented.) In the event that a parent/guardian or emergency contact cannot be contacted, the police will be called.

Source:

Department for Education and Child Development (2011) - *Intervention Order Procedures for Leaders*

Education and Care Services National Regulations 2011

Early Childhood Australia. *Who can collect a child from child care? Legal issues in child care.* Accessed 22 August 2017 from [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

Adopted: October 2007

Table 1: Revision Record – Started August 2017

<b>VERSION</b>	<b>APPROVAL DATE</b>	<b>NEXT REVIEW</b>	<b>REVISION DESCRIPTION</b>
1.1	January 2012	August 2017	Policy revised in accordance with DECD Intervention order procedure 2011.
1.2	August 2017	August 2019	Revised to include late collection fee and more detail on late collection