



Arrival and Departure and Acceptance and Refusal of Authorisations Policy

AIM

Staff of MCEEC have a legal responsibility to ensure the safety, security and wellbeing of children under their care. To ensure child/staff wellbeing, it is important that no person's safety is placed at risk.

Our aim at MCEEC is to:

- Ensure children are collected by authorised persons only.
- Have a clear procedure for children that are left at the Centre after closing time.
- Have clear procedures for dealing with persons deemed unfit to collect a child or custodial issues arise
- Protect the children, staff and any other person that attends our Centre.
- To ensure that Maryland Care & Early Education Centre acts in accordance with correct authorisation for the administering of medication, excursions, authorisation to collect children and access to confidential records as described in the Education and Care Services National Regulations 2011

LEGISLATIVE REQUIREMENTS/SOURCES

National Quality Standard- Area 2: 2.3,E2.3.1, 7.3

Education and Care Services National Regulations- Regulation 84 Awareness of child protection law .Regulation 99: Children leaving the education and care service premises. Regulation 158: Children's attendance record to be kept by the approved provider. , Regulation 181 Confidentiality of records kept by approved provider.

IMPLEMENTATION

Staff have a duty of care to monitor and ensure the safe collection of children. In the instance of a child not being collected after closing time or a person deemed unfit or an unauthorised person arrives to collect a child, the procedures described for safe collection must be followed.

Definitions:

NON COLLECTION: When a child is left at the Centre without explanation or with no alternative or emergency arrangements made.

UNATHORISED COLLECTION: Includes an unfamiliar person not recorded by the Centre as having family permission to collect the child; and/or a person that by court order has restricted or no access to collect the child.

UNFIT CONDITION: This may include a person or persons affected by alcohol and other drugs, a mentally or physically unwell person, or a person threatening or being in fear of violence.

Procedures for safe collection of children

Arrival and departure:

- The Centre's enrolment form specifies the persons given express permission to collect a child. We require that the authorised persons be 18 years or older.
- Responsible persons are required to accompany children until they deliver them into the care of a staff member and inform the staff they are leaving or collecting their child.
- Responsible persons must sign children in and out of the Centre on arrival and departure indicating the time, person collecting the child and approximate collection time.
- Only authorised adults are to operate the security key pad to enter the Centre.
- A copy of court orders will be kept by the Centre to validate if a person has access to collect a child.
- Where a formal court order does not exist, staff have no ability to refuse access of a parent/caregiver to a child.
- Families are responsible for notifying the Centre of any change to the child's usual collection procedures. Persons not authorised in writing or by phone by the parent or caregiver will not be permitted to collect the child from the Centre.
- If an unfamiliar person comes to collect a child staff will first ring the child's parent if the collection hasn't been verbalised or in writing. Staff will then request to see their photo licence to validate the person's identity, which will be checked against enrolment details. The license will then be photocopied and placed on the child's file. Children's files will be updated with new authorised persons to collect a child when needed and requested by families.
- If an authorized person comes to collect a child and is in an unfit condition, educators will notify the Nominated Supervisor or Certified Supervisor at the time and another authorized person will be phoned to inform them of the situation and their need to come to the centre to collect the child. If the person in the unfit condition insists on collecting the child and are deemed unfit to drive

- the child home, the certified supervisor will ring the police to notify them of the persons number plate, name and address and will make a record of this incident.
- It is the family's responsibility to provide current contact details and to update these as required.
 - If a child is collected after 5.45pm a late fee of \$40 will be charged and then \$1 for every minute after 5.45pm. The authorised person collecting will then be required to sign this late fee notice and the late fee will be added to the child's fees.
 - If a child is not collected by 6pm and educators have been unable to contact their parent or emergency contacts, the Police will be notified by phone.

The Nominated Supervisor will:

1. Ensure documentation relating to authorisation contains:
 - (a) The name of the child enrolled in the service;
 - (b) Date;
 - (c) Signature of the child's parent/guardian or nominated contact person who is on the enrolment form
 - (d) Reason for authorisation
 - (e) The original form /letter/register provided by the service
2. Apply these authorisations to the collection of children, administration of medication, excursions and access to records
3. Keep these authorisations in the enrolment record
4. Exercise the right of refusal if written or verbal authorisations do not comply
5. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorization in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered

REVIEW

This policy is the intellectual property of Maryland Care and Early Education Centre and is created with consultation of staff and families attending the service. This policy is available in other languages upon request.

Last review: November 2016

Next review: November 2018