



The Hutchins School: Children's Services

CS-107: Collection of Children Policy

Relevant Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 2.3: <i>Each Child is Protected</i> .
Commencement Date	1/1/2011
Last Review Date	1/9/2016

1. Purpose

This policy is intended to ensure the safety of children when leaving The Hutchins School: Children's Services.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

This policy exists primarily to ensure the health and safety of children entrusted to the care of The Hutchins School: Children's Services. It has been designed in order to outline the Duty of Care requirements for staff, and to meet the legislative requirements in ensuring the safety of children leaving the Service.

4. Definitions

The Hutchins School: Children's Services A term used to denote The Hutchins School: Outside School Hours Care & Kindergarten (collectively).

OSHC The Hutchins School: Outside School Hours Care

Kindergarten The Hutchins School: Kindergarten (including Pre-Kinder)

5. Policy Information

The Hutchins School believes in the provision of a service where parents can feel secure about their child's safety and wellbeing while in care. The School follows strict guidelines in regard to access to children by anyone other than the child's parents or guardians. Confidentiality in regard to custodial issues is always upheld, and parent or guardian's wishes are respected.



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Authorisation for the Collection of Children

Only a child's parents or legal guardians may collect a child from Kindergarten, After School or Vacation Care without prior written authorisation. Our Services' permission forms contain a section for parents to list those people that they wish to authorise to pick up their child or children. This section must be signed by the parents and/or legal guardians. If there are any changes to the list of authorised persons, the parents / guardians are advised to notify the service immediately – preferably in writing (email is acceptable). At no time will any child be released to any person not authorised either on an enrolment form, or via parent contact (by written consent or otherwise).

If the parent or guardian arranges for someone not on the authorised pickup list to collect their child or children, they must contact staff at the service to advise them of the arrangement. If possible, it is preferable that prior written consent is given to the staff, stating the full name of the person that has been given permission to pick up their child. In such an instance, staff are required to request identification from the pickup person upon their arrival at the centre.

Collection of Children : Staff Responsibilities

If at any time a staff member is at all unsure about a person's authorisation to pick up a child, the staff member will ask for identification, and if necessary, contact the parents for confirmation.

If an unauthorised person arrives to collect a child from the centre, and the parents have not notified staff at the service of this arrangement, then the service Director will contact the parents to verify their authorisation. The child will not be released from care until this authorisation has been obtained.

If at any time a staff member has any questions or concerns about a pickup, authorised or otherwise, they should speak immediately with the Director. Should the Director be unavailable for any reason, staff should call and speak with the child's parents to confirm the authorisation to release the child into a pickup person's care.

Custodial Arrangements

Where there are particular custodial arrangements relevant to a child or children attending the Service, the parents or guardians must provide details of these to the Service. The Service's enrolment forms have a section for the relevant details. If any court orders are in place concerning the custody of a child, a copy of these needs to be provided to the Service.

On occasion, some delicate but non-custodial issues may arise. The Hutchins School endeavours to respect the wishes of parents and guardians in such circumstances; however, with no legal constraints in place, staff are limited in what assistance may be provided. Occasionally, one parent may request that another parent not collect their child. Without legal documentation, staff have neither right nor grounds to refuse any parent their own children. Staff can, however, endeavour



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to keep the child at the Service for as long as possible while the other parent is contacted and informed of the situation. In such instances, staff should contact the Head of the ELC/Junior School immediately.

Late Collection

The Hutchins School: Children's Services recognizes that there may be occasions where a parent may be unavoidably late in collecting their child or children. Parents are asked to telephone the Service and advise of their situation, and of a possible arrival time. If a parent is unable to pick up their children before closing time, then it is advised that they arrange for an authorised person to collect their children. If this person is not an authorised pickup, notification must be given to the staff at the centre prior to pick up.

If a parent has not arrived to pick up their child, and has not contacted the service to advise that they will be late, then the following procedure applies.

- 1. 5 minutes after closing time, a staff member will contact the parent to determine a reason and possible arrival time.*
- 2. If the staff member cannot contact a parent, then one of the emergency contacts on the child's enrolment form will be contacted.*
- 3. If, after 15 minutes has elapsed, no contact can be made with any of the listed contacts, then the Director will telephone the head of the ELC & Junior School for further directions. At this stage, the Director and Head of ELC & Junior School may enact [CS-100: Abandoned Child Policy](#). Parents who are routinely late collecting their child or children may need to discuss their options with the Director.*

6. Supporting Procedures / Guidelines

Procedures included in policy text

7. Related External Documents

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 2: Children's Health and Safety

- **Standard 2.3: Each Child is Protected**
 - Element 2.3.2: *Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.*
 - Element 2.3.4: *Educators, co-ordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.*



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Quality Area 6: Collaborative Partnerships with Families and Communities

- **Standard 6.1: Respectful, supportive relationships with families are developed and maintained.**
 - Element 6.1.3: *Current information about the service is available to families.*

Dept. of Education, Employment and Workplace Relations (for the Council of Australian Governments), *Belonging, Being and Becoming: The Early Years Learning Framework*, Canberra, ACT, 2009.

Department of Education, *Tasmanian Licensing Standards for Centre-Based Care (Class 1 and 2): Standards 11, 16 & 17*. Tasmania, June 2009.

Outside School Hours Care Quality Assurance (OSHCQA) *Quality Practices Guide (2003):Quality Areas: 3 & 7*.

Quality Improvement and Accreditation System (QIAS) *Quality Practices Guide (2005):Quality Areas 1, 5 & 7*.

Tasmanian Department of Health and Human Services, *Child Protection Information Sheets*, June 2005.

8. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.

9. Policy Owner

The Hutchins School Headmaster

10. Policy Review Details

Date	Changes made under review
1/9/2012	No significant textual changes; formatting altered slightly, Policy Review details section added.
8/3/2013	Changes made following incident. Clarified text for staff responsibilities during parent / authorised person pickup. Procedure remains unchanged; textual changes for clarification only.
31/10/2013	Changes made under review (JSe).
1/9/2016	Minor adjustments made to clean up policy text. No policy shift.