

	Policy
	Policy Category: GOVERNANCE, MANAGEMENT AND ADMINISTRATION
	Date: 06 September 2023
	Policy Name: Child Collection Policy

The purpose of this operational policy is to ensure all practical steps are taken to ensure children are kept safe in alignment with the Education (Early Childhood Centres) Regulations 2008 (Regulation 47, Criteria 9).

Position Statement

Our Centre endeavours to provide an environment in which children’s wellbeing is promoted and they are kept safe from harm in accordance with the Licensing Criteria for Early Childhood Education and Care Services 2008, Regulation 47

Issue Outline

Rotorua Childcare Centre have an approved process in place to manage child collection to avoid a child being released to an unauthorised or unsafe person.

Detail

General;

- The parent/caregiver must sign the attendance register and record the time of the child’s arrival and departure
- A child will only be released to person(s) authorised to collect the child as detailed on their enrolment form
- A child may be released to unauthorised person(s) in situations where the parents/whanau have specifically advised the Centre in person or over the phone giving the persons full name
- Staff will not release a child if they suspect the person collecting the child is under the influence of drugs or alcohol or where the staff have good reason to believe the child will be unsafe
- If an unauthorised person arrives to collect a child and the Centre has not been informed of this:
 - The parent/caregiver will be contacted for authorisation
 - If they are unable to be reached then the secondary emergency contacts will be rung for verification
 - Identification will then be asked for and details will be recorded before releasing the child
 - If no one can be reached to authorise the identity, the child will not be released until contact is made with the parent/caregiver or other emergency contact who is able to verify the person’s identity

- Children under the age of 14 cannot collect and sign out a child unless staff have checked that there is an authorised person waiting outside
- If a child is asleep when their parent/caregiver arrives to collect them, they will not go into the sleep room alone, a staff member will either go with them or bring the child to them
- If there has been a custody change the Supervisor will need a copy of a court order to confirm this change, and staff will be advised of details that relate to the collection of the child
- If a child is to be sent home for any reason, the parent/caregiver will be contacted. If they are unable to be reached then a secondary authorised emergency contact person will be asked to collect the child as soon as possible and sign the child out. A message will be left for the parent/caregiver advising them of this
- Staff will advise parents/caregivers at collection time of any accident that may have occurred during the day and ensure that the child's accident form is signed
- Parents/caregivers to collect their child punctually, ringing the Centre if delayed. If your child is not picked up by the 5.30pm when the centre closes a penalty of \$10.00 per child for the first 10 minutes will apply. A further \$1.00 per child per minute will be added thereafter.
- The centre is open 7.30am to 5.30pm.
- Parents and whānau should have a car seat or appropriate child restraint if using a vehicle. Staff can promote this with families through newsletters and noticeboard. If staff have concerns about a child being transported in an unsafe way, they will speak to the parents.

Alignment with Other Policies

This policy aligns with:

- Child Protection Policy
- Fees Policy
- Enrolment Form

Relevant Background (including Legislation/Regulation/Licensing references)

Licensing Criteria 2008, Governance, Management and Administration; Planning and Documentation;

- **GMA10** – Enrolment records for each child currently attending, include;
 - the names of the people authorised by the parent to collect the child
 - and court orders affecting day to day care of, or contact with the child

Vulnerable Children's Act 2014

Impacts of Policy on Staff, Parents, Children

Having a clear policy in place provides guidance and back up to teachers who have to sometimes make difficult decisions on the spot when children are being collected. The policy

to manage child collection is designed to keep the children safe and give parents confidence that their child will only be collected by authorised persons.

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implications and/or Risks

Following this policy significantly reduces the risk of harm to a child, losing trust with parents and not meeting our obligations under the Vulnerable Children's Act.

Implementation

Clear procedures have been developed and staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised:	
Date:	
Review Date:	
Consultation Undertaken:	Storypark, notice boards foyer and staff room, emailed to RCC Board