

Security and Collection of Child

Links to:

Education and Care Services National Regulations 2011.

99. 157. 158. 160. 161. 168. 170. 171. 172.

National Quality Standards.

Quality area 2, Standard 2.2 Element 2.2.3

Quality area 7, Standard 7.1 Element 7.1.2

1. INTENT

- 1.1 The safety and wellbeing of children is a matter of great importance. Family House is committed to supporting the delivery and departure of children from our care in a smooth manner, free from uncomfortable situations for all concerned.

2. PURPOSE

- 2.1 To ensure that children are safe when being delivered to, during their time at, when being collected from our Family House childcare.

3. SCOPE

- 3.1 It is the responsibility of the educator and families/care to ensure the safe arrival and departure of children to and from Family House.

4. IMPLEMENTATION

- 4.1 Parent/Carer must bring their child/ren into the childcare service area at commencement of care and notify the educators of arrival.
- 4.2 Parent/Carer must come into the childcare service area to collect their child/ren at the session and notify educators.
- 4.3 Parents/carers need to sign their child/ren in on arrival and sign out at departure.
- 4.4 Parents/Carer are responsible for the actions of visiting siblings or other children e.g. supervise them running, pushing, climbing etc, as there are younger child attending the service.
- 4.5 Access to the childcare service is through the front gate and or either the Directors office door or the entrance door of the centre only.
- 4.6 Parents/Carer are to ensure childcare safety gate is fully closed and latched when entering and leaving.
- 4.7 When a parenting order is in place, educators are to be made aware (needs to know bases). All documents need to be sighted and copied by the Centre Director. Please be aware the centre cannot legally withhold a child/ren from either parent unless a court order has been presented.
- 4.8 The parents/carers need to inform the service if another person is collecting their child who is not the normal person.
- 4.9 Photo ID is required for any person collecting a child that is unknown to the centre and not the normal collecting people.
- 4.10 Should no ID be available, and the centre has had not notification of a different person collecting a child/ren. The parents will be called to clarify the information.
- 4.11 Our Service is licenced to operate until 6:00pm. Any child left after 6:00pm, a late fee of \$5.00 per 5 minutes will occur.

4.12 If a child is not collected by 6:30pm and the educators are unable to get in contact with the parents or emergency contacts. The Centre Director are required to contact Crisis Care.

5. SUPPORTING DOCUMENTS

- 6.1 Family House Information booklet
- 6.2 Family house hand-out.
- 6.3 Fees
- 6.4 Education and Care Services National Regulations 2011.
- 6.5 National Quality Standards.

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