

Policy Title:	Collection of Children
Effective Date:	14 th December 2010
Review Date:	December 2010

POLICY STATEMENT

The first responsibility of the Centre in the case of a child being collected is that of the child's continuing safe care and custody. The Emergency Contact Form states the only people authorised to collect the child on the parents' behalf. The only other body with a duty of care for that child is the Community Services Human Services under the authority given to it by the Child (Care and Protection) Act 1987.

Inner City Care will only allow a child to leave the centre with someone who is authorised through completion of the Emergency Contact Form.

Inner City Care will not allow a child to leave the centre with an authorised person who appears unable to appropriately care for the child. It is at the staff members' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances.

Inner City Care will charge a fee for the late collection of children.

BACKGROUND AND CONTEXT

This policy was developed according to the Children's Services Regulation 2004 and the recommendations of the Community Services

SCOPE AND PURPOSE

This policy has been developed to:

- deal appropriately with situations in which an unauthorised adult arrives to collect a child from the Centre.
- deal appropriately with situations in which an adult arrives to collect a child from the Centre and that adult seems unable to appropriately care for the child.
- deal appropriately with situations in which a parent is substantially late in collecting their child.

POLICY DETAIL/ BUSINESS RULES

- Every parent/guardian of a child enrolled for any period of care at the Centre must complete the Centre Enrolment Form which includes an Emergency Contact Form, which is an authorisation regarding who may collect the child. This may be altered during the child's attendance but only if the parent issues verifiable written permission to change the details.
- Any person arriving to collect a child who is unknown to the Centre but authorised to collect must prove their identity with a photo ID with name, address and signature.
- In an emergency in which a parent is unable to collect their child they may phone ahead and authorise a person to collect the child. This person must be identified by the parent and must prove their identity with a photo ID with name, address and signature.

- If a person arrives to collect a child and that person is unknown to the Centre and has not been specifically authorised by the parent/guardian to collect that child, the Centre MUST NOT release the child to that person.
- If a person arrives to collect a child and that person is forbidden by Court Order to have custody of that child (a copy of the court order will be placed in the child's enrolment file) the Centre MUST NOT hand the child over to that person.
- If a person becomes threatening or violent towards staff or children they will be requested to leave the premises to wait outside until the situation is resolved. If they refuse such a request and continue in a threatening or violent manner the police or ABC security will be called.
- If a parent has not arrived by 6.30pm they should be contacted on the number(s) listed in the Emergency Contacts folder. If parent(s) cannot be contacted, the listed Emergency Contact/s should be phoned and requested to collect the child.
- Should a child remain at the Centre after 6.30 and the parents/guardians, or emergency contacts cannot be reached, the Centre Director must be contacted.
- The Centre Director may decide to contact the police or Community Services – Child Protection and Family Crisis Unit (Phone: 132111).
- If Community Services decide to remove the child from Inner City Care, its officers must identify themselves and present an authorisation document before ICC can hand over a child.
- ICC cannot and will not hand over a child to anyone else, including police or child protection workers. Community Services can take custody of the child and hand them to other bodies but ICC will not.
- A penalty Late Fee will be charged as a flat fee after 6.30pm with a charge per minute after that. The penalty is set by the Management Committee and payable on collection of the child or added to the weekly fee bill.

AUTHORITIES AND ACCOUNTABILITIES

The Centre Director is responsible for ensuring all ICC staff have training in this policy. All ICC staff are accountable for the implementation of this policy.

OTHER RELEVANT DOCUMENTATION

Children's Services Regulation 2004
 Child (Care and Protection) Act 1987
 Child Protection Policy.

APPROVAL

Approved by Management Committee	
 Signature: Title:	
Date:	
Meeting number and date:	14th December 2010
Resolution number:	
Policy Owner:	Inner City Care
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