



## 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 when custodial issues arise
- Protect the children, staff and any other stakeholders 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

#### Education and Care National Law Act 2010:

165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
170	Offence relating to unauthorised persons on education and care services premises

#### Education and Care National Regulations:

99	Children leaving the education and care service premises
102	Authorisation for excursions
102D	Authorisation for the service to transport children
157	Access for parents
158	Children's attendance record to be kept by the approved provider
161	Authorisations to be kept in enrolment record
168	Education and care services must have policies and procedures

170	Policies and procedures must be followed
171	Polices and procedures must be kept available
172	Notification of policies and procedures

- Family Law Act 1975
- Children and Young Persons (Care and Protection) Act 1998
  - Children and Young Persons (Care and Protection) Regulation 2012

## 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:**

**AUTHORISED NOMINEE:** A person who has been given permission by a parent or family member to collect the children from the service

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

**UNAUTHORISED 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.
- Parents/guardians and authorised nominee's 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.
- Parent/guardian and authorised nominee's must sign children in and out of the Centre on arrival and departure indicating the time, person collecting the child and approximate collection time. This is required on the tablet in the front foyer as well as a hard copy the child's room.

- Only parents and guardians 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. Photos of people unauthorized to collect children are available for educators in each room.
- 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 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.

#### **Unfit Authorisation and Late Collection**

- If an authorised person comes to collect a child and is in an unfit condition, educators will notify the Nominated Supervisor or Responsible Person at the time and a parent/guardian or authorised nominee 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 Nominated Supervisor or Responsible Person 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 6pm a late fee of \$40 will be charged and then \$1 for every minute after 6pm. 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 Parent refuses to sign form the late fee will still be applied.
- 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. Educators will allow 30 minutes before contacting Police.

#### **The Nominated Supervisor will:**

- Ensure that an attendance record is kept at the service with:
  - Date
  - The full name of each child booked to attend that day

- Arrival and departure times
- Signature of person who delivers and collects the child or the Nominated Supervisor or Responsible Person
- Ensure that an enrolment record is kept for each child which contains the information set out in Regulation 161:
  - An authorisation, signed by a parent/guardian or a person named in the enrolment form as authorised to consent to the medical treatment of the child, for the approved provider, Nominated Supervisor and an Educator to seek:
    - Medical treatment for the child from a registered medical practitioner, hospital or ambulance service
- If relevant, an authorisation given for the education and care service to take the child on regular outings
- Communicate any changes to children’s delivery and collection arrangements to educators, staff and families
- Exercise the right of refusal if written or verbal authorisations do not comply
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practical after the medication has been administered

**Educators Will:**

- Ensure when children are leaving the service they are given into the care of a parent/guardian, authorised nominee named on the child’s enrolment record or given into the care of a person with written authorisation from the child’s parent or guardian
- Ensure that the attendance record is completed when children are delivered and collected, including:
  - Child’s name
  - Date and time they arrive and depart
  - Name of person who delivers and collects the child
- If a parent/guardian or authorised nominee does not sign in or out, an educator will sign the child in and/or out
- Prior to closing the centre, two staff members must verify all children have been signed for the day. If a child has not been signed out Educators will contact other Educators to see if they saw that child leave the centre, this will be recorded on the attendance sheet

<b>REVIEW</b>
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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: March 2024

Next review: March 2025