**Delivery and Collection of Children**

*This policy is to be read in conjunction with the Refusal and Acceptance of Authorisation policy*

**Aim:**

To ensure the safe collection of children leaving Toronto Community Child Care Centre.

**Procedure:**

Children are permitted to leave the centre with a person over the age of 18 who is:

* + The parents nominated on the child’s enrolment form.
	+ The emergency contacts authorised by the parent on the child’s enrolment form.
	+ The person authorised by the parent in writing to collect the child.

Authorised persons may be asked to produce photo identification to identify themselves to staff. A copy will be taken and placed on the child’s file.

If the staff member feels that the authorised persons ability to drive or care for the child may be affected by alcohol or drugs, the staff member will:

* Raise the issue with that person.
* Suggest to that person they do not drive and offer them a choice of
	+ - * + Calling them a taxi
				+ Calling a contact person to collect the person and child.

If the person declines all offers, the staff will then:

* Let the person go
* Obtain the license number of the car
* Phone the police and give details
* Report the incident to DOCS via the mandatory reporters hotline – 133 627

If a staff member is aware that an authorised person does not have an appropriate car seat to transport a child the staff member will ask the person to try to locate a car seat they can use. If the Authorised person cannot locate a car seat the parent will be contacted.

**Court Orders**

Carers are requested on enrolment to notify the centre of any court orders affecting custody, access or access to information relating to the child, by completing the relevant section on the enrolment form.

Carers are also required to bring the original order to the centre for the Director to sight and copy, prior to the child beginning at the centre. The copy of the order will be kept on the child’s file and all staff will be made aware of the order.

If new cases arise where court orders are served then the parent will notify the Centre and bring in the documents.

Court orders continued.

If the person nominated on the court order arrives at the centre to pick up a child or to access information relating to the child, staff will:

* Attempt to exclude the person nominated on the order from entering the centre.
* Request the person to leave the premises.
* Phone the Police.
* Phone the nominated carer and notify them of the incident.
* If the offender becomes violent and /or has a weapon, staff will firstly follow Lockdown Procedures, however if the safety of staff or other children is at risk, they will give the person the child, notify the police and the nominated carer.
* Staff will report the incident to DOCS via the mandatory reporters hotline.
* Staff will document the incident and notify the Executive Management Committee.

The staff on late shift complete the following duties daily, prior to leaving the centre:

1. Establish that there are no children left at the centre by conducting a thorough search of all rooms including cots, cupboards, and bathrooms. The outdoor areas will also be checked. Staff are to sign the register in the staff room once the search is completed.
2. Check the child sign in / out book in each room for any children who have not been signed out. In the case that a child has not been signed out, staff will confirm with each other or telephone the child’s parent to confirm that the child has been collected.
3. In the event that all the children have been collected from the service prior to 5.30pm, staff will remain at the service until the end of their shift at 5.45pm.

National Quality Standards 2.1, 2.2

Source:

1, 15,31***.***

Approved Prior 1994

Amended Nov 2001

Amended April 2003

Reviewed Feb 2005

Amended July 2006, March 2009, Dec 2011

Reviewed May 2016, Sep 2017, May 2018