Early Years Policy – Delivery and Collection of Children

Attachment 2 - Procedure for the Safe Collection of Children

Early childhood professionals have a duty of care not to endanger children at the service by knowingly placing them in a situation that could reasonably be expected to be dangerous, including releasing a child into the care of an inappropriate person (refer to Definitions within the policy) including a person who may pose a risk to the safety, health or wellbeing of any child/ren at the service.

Where an educator believes that the parents/guardians or authorised nominee may be ill, affected by alcohol or drugs, or not able to safely care for the child, the following procedures must be followed.

* Consult with the nominated supervisor or the approved provider, if possible.
* Advise the person collecting the child of their concerns and suggest contacting an alternative authorised nominee to collect the child.
* If the nominated supervisor or the approved provider fears for the safety of the child, themselves or other service staff at any time, call 000 or contact the police immediately.
* Complete the Incident, Injury, Trauma and Illness Record and file with the child’s enrolment form.
* Inform the approved provider as soon as is practicable, within 24 hours of the incident.
* Inform the regulatory authority (Department of Education) within 24 hours of a serious incident occurring (refer to Definitions within the policy).