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# Giralang Preschool Unit

**Safe collection of children Procedures**

Early childhood professionals have a duty of care not to endanger children at the preschool 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).

1. **Collection:**

* 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 preschool staff at any time, contact the police immediately.
* Complete the Incident, Injury, Trauma and Illness Record and file with the child’s enrolment form.
* Inform the Office for Schools or your School Network Leader as soon as possible of a serious incident occurring (refer to Definitions).

1. **Late collection**

Where the parent/guardian or authorised nominee is late collecting their child and has not notified the preschool or school, the Nominated Supervisor is responsible for;

* Ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the preschool
* Contacting parents/guardians or the authorised nominee to request collection of the child
* Contacting the school to notify of late collection
* Contacting the local police to inform them that parents/guardians or authorised nominees are not contactable
* Notifying the Office for Schools and/or School Network Leader that a child’s parents/guardians or authorised nominee cannot be contacted

1. **Early Collection**

When parents drop their children collect their children early from the preschool they must sign the early collection attendance record including the time of collection and their name (printed) with accompanying signature

**Preschool staff must ensure:**

* attendance roll and records are up to date
* every child has been accounted for

that children who accompany their parents/guardians/carers but are not enrolled in the preschool session operating at that time, must be closely supervised and are the responsibility of their parents/guardians/carers while they are on the premises and are responsible for supervising their enrolled children before the start of a session and before they have notified the educator that they are leaving. Also parents are responsible for their children after a preschool session once the child has been signed out of the attendance book.