

COLLECTION OF CHILDREN POLICY

RATIONALE

“To ensure that a child is collected from a children’s service by people who have the legal responsibility for caring for the child, it is important that child carers are aware of the different responsibilities that adults may have regarding a child..”

DHS & Victorian Legal Aid (1999)

Policy Statement

All parents and authorised persons have access to City of Greater Geelong School Holiday Program and their children at all times, unless relevant Court Orders are held by the service that specify otherwise.

Procedures

The staff have the responsibility to ensure that:

A copy of all court orders in relation to residence and specific issues orders must be provided to the service upon enrolment or as obtained by the parent/guardian. These documents will be attached to the child’s records and treated confidentially.

Parents need to notify the service of any changes to these documents as soon as they occur.

All parents/ Guardians need to show photo ID to staff upon the first time they come in to collect their children. If the staff member does not know the parent, they may ask the

Supervisor or ask to see ID. All parents/Guardians must make sure ID is on them at all

times, and must be prepared to show ID in the case of new staff members, and a Supervisor is unable to assist.

On enrolment parents are to provide the names of people who are allowed to have contact with their children, and who can collect them from the service. This is done to ensure the safety of all children.

Staff members are to check the name on the photo ID against the list of approved persons to collect a child and sign the roll in completion. If there is a person who is trying to collect a child without the correct ID or authorization, then the supervisor is to be notified immediately, while the staff will attempt to stall the person from taking the child.

If the supervisor can not confirm that the person trying to collect the child is allowed to have access to the child, then the Team Leader will be notified immediately, and under the Team Leaders discretion the police may be contacted.

Parents have a responsibility to ensure that:

The service is provided with a copy of all current court orders in relation to their child.

The Program Team Leader is notified if there are any changes to these orders as soon as they occur.

Relevant Policies:

[Emergency Management Policy](#)

References:

NCAC Quality Practices Guide 1st Edition 2003 – Quality Area - Protective Care and Safety – Principle 7.1 – The service has effective policies and procedures on protective care.

DHS & Victorian Legal Aid, January 1999, Legal Aspects of Child Care. – can be obtained on DHS web site www.dhs.vic.gov.au

Date of last review: August 2011

To be reviewed: February 2012