**Charnwood-Dunlop School**

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**Acceptance and Refusal of Authorisations**

 *Policy statement*

Preschool staff have a duty of care to ensure the safety and wellbeing of the children at all times while in their care. This includes ensuring the safety of children when they are being released into the care of others at the end of a preschool session.

The *Delivery and Collection of Children at Preschools Procedure* details the process for ensuring only parents/carers or authorised nominees are allowed to collect children at the end of the preschool session.

The following procedure details the process to follow if preschool staff are concerned about the immediate safety of a child who is being collected. This could occur if the person collecting the child is under the obvious influence of alcohol or drugs, if the car in which the child is being placed does not meet legal requirements for child restraints, or if there is a threat of physical violence against the child or another member of the family.

Other situations may arise which also require preschool staff to follow the procedure. If in doubt, staff should contact the Preschool Team Leader and Principal immediately on 62057322.

**Delivery to and Collection of Children from Preschool**

**On arrival at preschool parents/carers and children:**

* ensure the child’s personal belongings (bag, jacket etc.) are stored in the appropriate place and food is placed in the designated storage area
* go directly to the children’s toilets to wash the child’s hands
* make themselves known to the educators to allow them to be greeted and welcomed into the preschool
* engage in the morning activities as directed/encouraged by the educators

A roll of attendance is taken every morning and afternoon

**Collection of children from preschool at the end of the session**

Children can only leave preschool with:

* their parent/carer (where the parent does not include a parent who is prohibited by a court order) or;
* an authorised nominee named as an emergency contact by the parent/carer or;
* a person with written authorisation from a parent/carer, or;
* in an emergency via a verbal communication by the parent/carer

**Late arrivals and early departures**

* Parent/carers who bring children to preschool after the roll has been marked need to make themselves known to staff so that the children can be marked as present and signed in to the *Student Sign In and Out* book
* Children who are being collected early need to be signed out in the *Student Sign In and Out* book
* The S*tudent Sign In and Out* book includes the name of the child, name and signature of person delivering or collecting the child, relationship to student, date, time in and/or out

**Collection of children from preschool**

In accordance with the National Quality Standard, children may only leave the premises if the child:

* is collected by the parent (excluding parents who are prohibited by a court order from having contact with the child)
* is collected by an authorised nominee named in the child’s enrolment record
* is collected by a person authorised by a parent or authorised nominee who has previously been named in the child’s enrolment record
* leaves the premises in accordance with the written authorisation of the child’s parent or authorised nominee

 This procedure is not followed in the case of:

* an authorised excursion
* the child requiring medical, hospital or ambulance care or treatment
* another emergency

During enrolment, it is the responsibility of the Charnwood-Dunlop School Front Office staff and Preschool staff to ensure all families have completed the Emergency Contact Card including names and contact details of authorised nominees. It is the responsibility of Preschool staff to ensure parents are made aware of the requirement that only themselves or authorised nominees are allowed to collect their children from preschool.

 If a parent is unable to collect their child from preschool, the following process is to be adhered to to ensure Regulation 99 of the National Quality Standard is followed:

The parent(s) are unable to collect their child and nominates someone else to collect

Check Emergency Contact Form. Is the person listed?

Yes

Release the child and complete the *Student Sign In and Out* book

Contact the parent and receive a verbal permission for the release of the child

Release the child and complete the Alternate Arrangements book

If you are unable to contact the parent

When appropriate, ask the parent to consider adding more authorised nominees to the Emergency Contact Form

Contact other authorised nominees listed on the Emergency Contact Form and receive a verbal permission for the release of the child

Release the child and complete the *Student Sign In and Out* book

If the request is in writing by the parent or an authorised nominee, release the child and complete the *Student Sign In and Out* book

If no authorised nominees can be contacted, contact the Preschool Team Leader on 57317

No

If you are unsure at any time, contact the Preschool Team Leader on 57317 or a member of the School Leadership Team on 57322

Contact front office on 57322 to advise if collection is more than 30 minutes after the session ended. An executive teacher will come to the preschool and stay with the teacher until the child is collected. Alternatively the child will be taken to the front office of the school where they will be supervised until they are collected and a note will be placed on the window of the preschool informing the parent/carer of the whereabouts of the child.