



ACT
Government
Education

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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 6142 2680.

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 into 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 *Student 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:

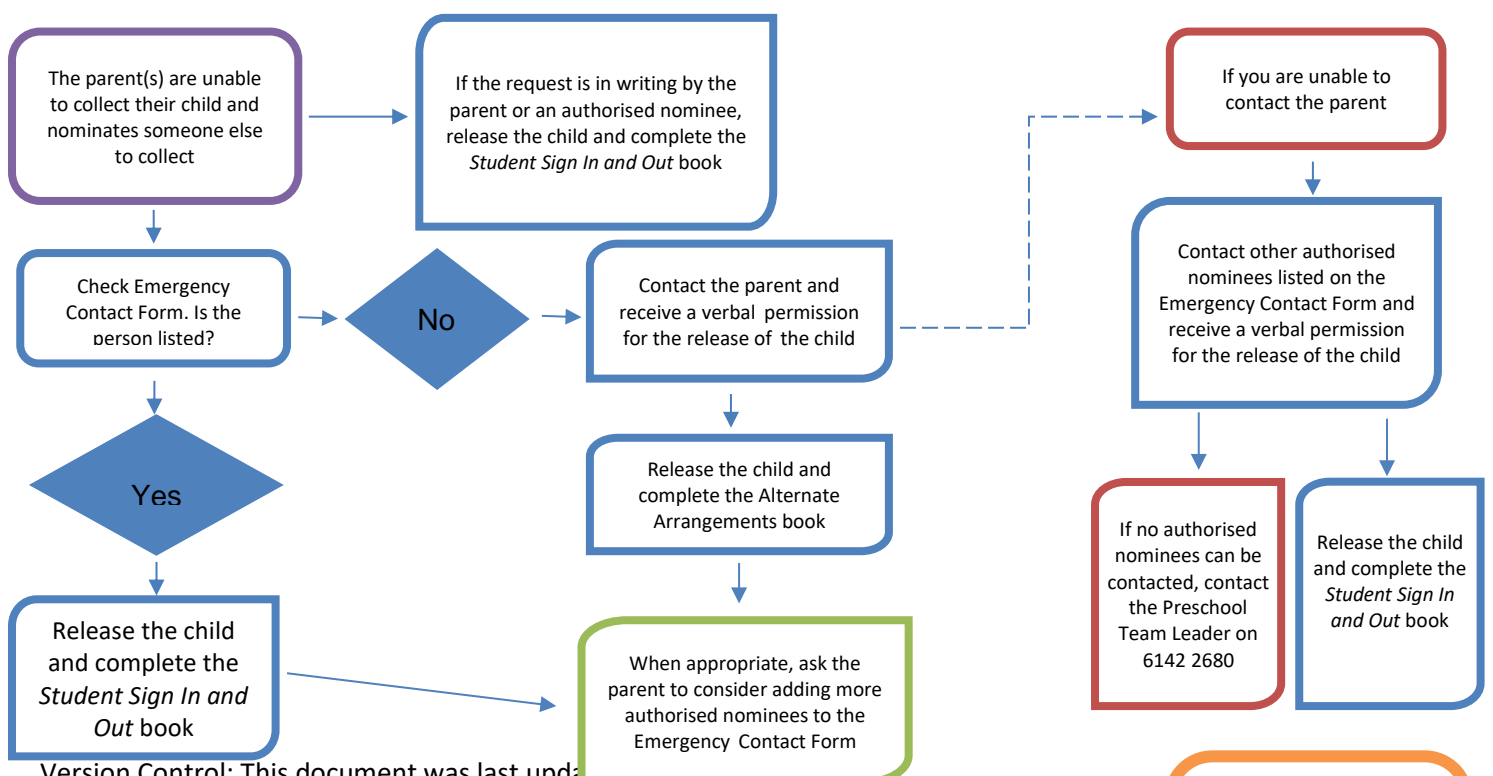
- is collected by the parent (excluding parents who are prohibited by a court order from having contact with the child)
- is collected by an authorised nominee named in the child’s enrolment record
- is collected by a person authorised by a parent or authorised nominee who has previously been named in 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:



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Contact front office on 6142 2680 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

If you are unsure at any time, contact the Preschool Team Leader on 6142 2680

