

	<p>Policy Category: GOVERNMENT, MANAGEMENT AND ADMINISTRATION</p>
	<p>Policy Name: Child Collection Policy</p>

Purpose

The purpose of this operational policy is to ensure all practical steps are taken to ensure children are kept safe in alignment with the Education (Early Childhood Centres) Regulations 2008 (Regulation 47, Criteria 9) and Licensing Criteria (GMA10).

Position Statement

Our Centre endeavours to provide an environment in which children's wellbeing is promoted and they are kept safe from harm. The care we provide to our children extends to ensuring they are handed over to authorised persons when they leave our Centre.

Issue Outline

Safety and wellbeing of children is paramount. Centres should have an approved process in place to manage child collection to avoid a child being released to an unauthorised or unsafe person.

Detail

General;

- The parent/caregiver must sign the attendance register and record the time of the child's arrival and departure. There are no regulations or criteria that describe who can sign a child in, it can be done by whoever is dropping the child off. Signing a child out from a service must be done by the child's parent/guardian to collect their child. Regulations 58 of the Education (Early Childhood Services) Regulations 2008 requires a service to obtain this written consent.
- A child will only be released to person(s) authorised to collect the child as detailed on their enrolment form.
- A child may be released to unauthorised person(s) in situations where the parents/whānau have specifically advised the Centre in person or over the phone giving the person's full name.

- Staff will not release a child if they suspect the person collecting the child is under the influence of drugs or alcohol or where the staff have good reason to believe the child will be unsafe
- If an unauthorised person arrives to collect a child and the Centre has not been informed of this:
 - The parent/caregiver will be contacted for authorisation
 - If they are unable to be reached then the secondary emergency contacts will be rung for verification
 - Identification will then be asked for and details will be recorded before releasing the child
 - If no one can be reached to authorise the identity, the child will not be released until contact is made with the parent/caregiver or other emergency contact who is able to verify the person's identity
- Children under the age of 14 cannot collect and sign out a child. Children under the age of 14 do not hold the role of providing day-to-day care for the child. They are not legally allowed to have responsibility for other children (even if the parent is parked in the car down the road).
- At 14 years of age:
 - Children legally stop being a 'child' and become a 'young person'. This means they can be held **criminally responsible** for breaking any law.
 - Parents are allowed to leave 14 year olds at home without **supervision**.
 - 14 year olds can **babysit** children (if they are capable of providing reasonable care and supervision to those children).

(<https://youthlaw.co.nz/rights/legal-ages/>)
- It is permissible for persons aged 14-18 to pick up children at a service as long as they are recorded on the enrolment form, they sign the attendance sheet on the day and services keep records that a parent/guardian of each child has regularly examined and confirmed the attendance record.
- If a child is asleep when their parent/caregiver arrives to collect them, they will not go into the sleep room alone, a staff member will either go with them or bring the child to them
- If a parent states that another parent or guardian has restricted or no access to their child, a copy of the applicable court order needs to be provided to the centre. This will be attached to the child's enrolment information and staff will be made aware of the situation.
- If there has been a custody change the Supervisor will need a copy of a court order to confirm this change, and staff will be advised of details that relate to the collection of the child
- If a child is to be sent home for any reason, the parent/caregiver will be contacted. If they are unable to be reached then a secondary authorised emergency contact

person will be asked to collect the child as soon as possible and sign the child out. A message will be left for the parent/caregiver advising them of this

- Parents/caregivers to collect their child punctually, ringing the Centre if delayed
- Parents and whānau should have a car seat or appropriate child restraint if using a vehicle. If staff have concerns about a child being transported in an unsafe way, they will speak to the parents.

Alignment with Other Policies

This policy aligns with:

- Child Protection Policy
- Child Abuse Policy.
- Child Custody Policy

Relevant background (including legislation/regulation references)

Education (Early Childhood Services) Regulations 2008:

<https://www.legislation.govt.nz>

Licensing Criteria 2008, Governance, Management and Administration; Planning and Documentation;

- **GMA10** – Enrolment records for each child currently attending, include;
 - the names of the people authorised by the parent to collect the child
 - and court orders affecting day to day care of, or contact with the child

<https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/governance-management-and-administration/planning-and-documentation/gma10-enrolment-records/>

Impacts of Policy on Staff, Parents, Children

Having a clear policy in place provides information and direction to teachers who have to sometimes make difficult decisions on the spot when children are being collected. The policy to manage child collection is designed to keep the children safe and give parents confidence that their child will only be collected by authorised persons

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implications and/or Risks

Following this policy significantly reduces the risk of harm to a child, losing trust with parents and not meeting our obligations under the Vulnerable Children's Act.

Implementation

Clear procedures have been developed and staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised by licensed service:	Greendale Kids Preschool Greendale Kids Nursery
Date:	22 January 2025
Review Date:	November 2026
Parents informed:	April 2025