



Nature Alliance Family Day Care Service

Delivery & Collection of Children



THE POLICY IN THIS SECTION IS REQUIRED BY

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 165; 165A; 167; 175; 189

Education and Care Services National Regulations, 2012 – ‘Regulations’:99 (1)(2)(4)(5); 158 – 159; 168 (2)(f); 176

POLICY

A Family Day Care Educator must ensure that a child who is being educated and cared for by the educator as part of a Family Day Care Service does not leave the residence or approved Family Day Care venue except in accordance with sub-regulation (4).

PROCEDURES:

There may be times when a parent may not be able to deliver or collect their child. Procedures must be in place to ensure the safety and wellbeing of children who are placed in the care of other people.

1. The child may only leave the Family Day Care residence or approved venue or site of excursion if the child:
 - a. Is given into the care of;
 - (i) a parent of the child; or
 - ii) an authorized nominee named in the child’s enrolment record; or
 - iii) a person authorised by a parent or authorised nominee named in the child’s enrolment record to collect the child; or
 - iv) a person authorized by the child’s parent via contact by telephone, text, fax, or email. In this instance the Family Day Care Educator must:
 - ensure photo identification of the authorised person is checked; and
 - follow sign in/out procedures
 - b. Is given into the care of a person or taken outside the premises because of medical, hospital treatment or any other emergency.
2. All children must be signed in and out electronically, at the time of arrival and on departure by the parent or authorised nominee, on the Family Day Care Educator’s attendance record. The Family Day Care Educator is responsible for the supervision of children from the time the parent signs the child into care until the time the parent signs the child out of care.
3. A child must not be released into the care of a parent who is prohibited by a court ‘Parenting Order’ from having contact with the child.
4. The Family Day Care Educator will inform parents of their responsibility to provide the Family Day Care Educator with a copy of any current ‘Parenting Order’.
5. If a parent who is not authorised on the child’s enrolment form arrives to collect the child, but provides a current court ‘Parenting Order’ which gives them legal access, the child will

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be released and the enrolling parent will be notified. However, where parents of a child are in conflict and the Family Day Care Educator has reason to believe releasing a child to a parent may place the child's immediate safety and welfare at risk, the Family Day Care Educator will act in a manner that is consistent with the Family Day Care Service's duty of care to that child. In such cases the Family Day Care Educator can contact the other parent or the appropriate authorities and keep the child at the Family Day Care residence or venue until the situation is resolved.

6. If an authorised person has not collected the child after the booked session of care, the Family Day Care Educator may contact the parent or authorised persons to arrange for the child to be collected.
7. If the Family Day Care Educator is unable to contact the parent or authorised persons within a period of 30 minutes after the booked times the educator will contact the Family Day Care Service. The service will assess the individual family's situation and if deemed necessary, will contact Crisis Care and/or the police or instruct the educator to make the calls.
8. If an authorised person arrives to collect the child and is intoxicated or in an unfit state to drive the Family Day Care Educator will:
 - i. encourage the person to contact an alternative driver/taxi;
 - ii. offer to drive the child home at a later time; and
 - iii. note the vehicle registration number and notify the police if the person insists on driving with the child.
 - iv. The Educator to complete an incident report
9. In the case of a serious incident occurring as prescribed in Chapter 1, 12 of the *Education and Care National Regulations* the procedure for *serious incident* needs to be followed. (Refer to *Serious Incidents, Emergency and Evacuation Policy*)

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Policy 4 Serious Incidents, Emergency and Evacuation

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