



# 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 / authorised person 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 that is listed on the enrolment record; 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 of care electronically, or via a paper timesheet in the event of a technological failure, at the time of arrival and on departure by the parent or authorised nominee. This must be done 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 who is delivered and collected from school by the Educator or Educator Assistant will be signed in and out by the Educator or Educator Assistant, using their own PIN at the times the child was released from care or collected from the school. If this is not possible due to internet or device not available, the Educator will sign them in or out at the earliest possibility and note the “actual time” in the Harmony Bubble. An explanation will be included in the bubble if the child is not collected within 15 minutes of the school end of session time.

Date reviewed	January 2022	NA-POL-0005.1	Version: 4	Page 1 of 2
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4. 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. Details of any court orders, parenting orders or parenting plans provided to the Educator relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child must be sent through to the Service.
5. 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'.
6. 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 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 / authorised person 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.
7. 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.
8. 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.
9. If an authorised person arrives to collect the child and is intoxicated or in an unfit state to drive the Family Day Care Educator:
  - i. will encourage the person to contact an alternative driver/taxi;
  - ii. may offer to drive the child home at a later time; and
  - iii. will note the vehicle registration number and notify the police if the person insists on driving with the child.
  - iv. will complete an Incident Report within 24 hours of the event
10. 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

Date reviewed	January 2022	NA-POL-0005.1	Version: 4	Page 2 of 2
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