



# LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

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Government  
of South Australia  
Department for Education

## Early Years Delivery and Collection Policy

*(Child Safe Environment)*

### Purpose

The Governing Council and Staff acknowledges that for the Lock Area School Early Years Centre to function effectively, children attending the Centre must be delivered and collected within the official opening hours of 8:30am and 3.15pm for kindy aged children, and 8:30am and 12:30pm for Occasional Care children. They must also be collected by people authorised by the parent/guardian to do so.

### Aim

- To ensure the safety of children and staff at all times.
- To provide for the efficient operation of the Early Years Centre.
- To ensure staff working conditions are maintained.
- To maintain the Early Years Centre's legal responsibilities.

### Procedure

#### Delivery of Children:

- A child must be 'signed in' by the parent/caregiver on arrival at the Centre.

#### Collection of Children:

- A child must be 'signed out' by the parent/caregiver on arrival at the Centre.
- A child will be 'handed over' by staff to parent/caregiver and authorised persons only.
- A child will not be 'handed over' by staff to anyone suspected of being under the influence of alcohol or drugs.

#### Authorised Persons:

- An authorised person is anyone given permission on the space provided on the enrolment form by the enrolling parent.
- It is the parent's responsibility to keep the Centre informed of any changes to the authorised people.
- If someone not stated on the enrolment form is collecting the child, it is the parent's responsibility to inform staff of the person's name. If staff have not previously met that person, photo identification may be checked.
- When someone who does not usually pick up a child is collecting a child, the child's parent should write down the date/name of the person collecting their child from the Centre in the Lock Area School Early Years Centre Collection Book located on the sign in desk.
- If someone unknown to staff attempts to pick up a child, the parent will be notified and permission sought before 'handing over' the child.
- Children will not be 'handed over' until a person's identity is established and permission is given from the parent/caregiver.

#### Late Collection of Children:

- Parents/caregivers must contact the Centre if they are going to be running more than 10 minutes late. Children can become distressed when parents are running late and it is important to their wellbeing to know that parents have contacted the staff.
- If parents believe that they may be more than 10 minutes late, wherever possible, arrangements should be made for someone alternative to collect their child.

Draft March 2020  
Pending Governing Council Approval  
Policy Review in 2022

#### Court Orders:

- Any parent going on Court Order or injunction against the access of their spouse, ex-spouse or other adult to their child, must inform Lock Area School immediately and provide a copy of that Court Order.
- Staff will not 'hand over' a child to a parent or adult who has legally been denied access.
- Staff will attempt to dissuade the non-custodial parent/adult from taking the child while another staff member phones for support within the school and/or calls the Police.
- Upon arrival, the Police will be responsible for the offending adult while staff reassure the child and contact the custodial parent.
- PLEASE NOTE THAT A PARENT WILL NOT BE DENIED ACCESS TO THEIR CHILD IF Lock Area School does not have a copy of the Custody Order.