



Collection of Children Policy PP09V01

Effective date of Policy: December 2020

Date of next review: December 2021

Be Heard Philosophy

As a part of our mission to provide the highest level of 'Care' to our children, we ensure that we are advocates for their health and safety. This includes ensuring children are released only to authorised persons when they leave the session.

AIM: To ensure the safety and wellbeing of children at all times.

1. Responsibility

- Management
- Staff
- Families

2. Implementation

PRINCIPLES

All children have the right to experience quality care in an environment which provides for their health and safety. Ensuring that children are only released to authorised persons is a key aspect of children's safety. Be Heard ensures that the attendance of all children completing sessions with Be Heard is accurately recorded. Families are required to collect their children or arrange with Be Heard for an authorised person to do so. Be Heard's procedures for delivery and collection must be followed in every instance, to ensure the safety and wellbeing of children at all times. Be Heard also needs to ensure it is complying with its legal obligations to its staff around clearly defining a workplace for insurance purposes. Be Heard will ensure the protection of children not collected once the session has finished. Families are expected to abide by the session time length, except in an extreme emergency. Be Heard is unable to provide care to children after hours on a regular basis.

AUTHORISED COLLECTION OF CHILDREN

Any person who is to collect the child from the session must be an authorised person. An authorised person is a family member or emergency collection contact that has their name, address and phone number stated on the child's intake form. On the day of attendance each child's family must state which authorised person is collecting the child and must contact Be Heard during the day if the collection arrangements change. Photo identification will be required before any unknown Authorised Person is permitted to collect the child.

FAMILY OBLIGATIONS

- Must fully complete the intake form
- Must notify Be Heard of actual names and relevant details of authorised people to collect

- Must make contact with Be Heard if another unknown will be. collecting and provide photo ID

BE HEARD PROCEDURES

- ensure families are fully informed of the collection requirements and procedures
- all intake forms are fully completed and checked for accurate information
- will ensure attendance records are completed

STAFF PROCEDURES

- will ensure attendance records are completed correctly and guide families to ensure this is done
- communicate with families about their children and whereabouts
- welcome children and families upon commencement of session and see to engage them in the activities
- will not leave the child until collected by an authorised person

3. Sources and References

- Occupational Health & Safety Act

4. Review

Date Reviewed	Modifications	Next Policy Review Date
December 2020	Creation of Policy	December 2021

IMPORTANT NOTICE AND DISCLAIMER

This is an important notice to all Families, staff, contractors, and other users of this Policy.

1. This Policy has been prepared by Be Heard based on the information available as at the issue date. Be Heard reserves the right to vary this Policy at any time, including to take into account any changes to the legislation and legislative instruments that may apply from time to time.
2. While all reasonable care is taken in preparing this Policy, Be Heard does not make any warranty about or accept any responsibility for whether the Policy complies with, accurately interprets or adequately implements all legislation and legislative instruments that may apply from time to time.
3. To the greatest extent permitted by law, Be Heard disclaims all liability to any person in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon any information presented in this Policy.