

COLLECTION OF CHILDREN/MISSING CHILDREN POLICY

RATIONALE:

Children must have appropriate supervision at all times.

OBJECTIVE:

To ensure that systems are in place by which children remain safely in the custody of staff until the appropriate time for release to the appropriate person(s).

POLICY:

1. Staff shall record the names of any person(s) legally denied access to a child.
2. Staff shall ensure that no child leaves the kindergarten/centre with anyone but; the person who has custody of the child; any person who is authorised in writing by the custodial parent to take that child; or any person who is notified to kindergarten staff by the custodial parent.
3. Parents shall be made aware of their responsibility to notify teachers if there is any change to their child's regular departure routine.

Children not collected from kindergarten session:

4. If a child has not been collected from the kindergarten within 1 hour of the end of session and all reasonable attempts to contact the parents/caregivers/whānau or emergency contact have failed, staff should telephone the CEO to advise that the child has not been collected and to ask for further direction.
5. The head office should be advised if the child/children who have not been collected, are taken into the care of any person(s) other than the parent/caregivers/whānau or emergency contact.
6. Staff should not deliver children home, at any time, without prior parental and CEO approval.

Missing child/children:

7. It is the responsibility of the teachers to contact the parents/caregivers/whānau and to support their efforts to search the surrounding area and other likely places. One teacher may leave the kindergarten to assist in the search if volunteer help is available to maintain ratio.
8. If the child is known to be 'at risk' contact the Police immediately the loss is discovered.
9. If the child is not found within 15minutes during the initial search, contact the Police and the Association.
10. Any incident of missing children shall be reported in writing to the General Manager by the end of the day.

REFERENCES:

- ECE Regulations 1990 - No. 38 (a – i)
 - No. 42