



Policy: Departure of Children

At Stepping Stones Child Care Centre, we place the security and well being of the children in our care as our highest priority.

Procedure:

Children are to be signed in and out on the "Attendance Record" sheets located in each of the classrooms.

- When leaving at the Centre each day, children **must** be signed out. Children are signed in and out in the same attendance sheets, one of which are located in each classroom. Staff will check that all children have been signed out at the end of each day. **In the event of an emergency evacuation or lock down, the attendance sheets are used to ensure all children at the service are accounted for.**
- If children are found not to be signed out, and a staff member is aware that the child has left the Centre, parents will be reminded by staff on return to the Centre that they must sign their child out. If a child is not returning for the remainder of the week, the family will be contacted to be reminded of the importance of signing the Attendance Record.
- If it is discovered that a child is **not** in our care, **not** signed out and staff are **not** aware of their departure, the family will be contacted immediately to confirm their child's whereabouts. If the child is not in their care, the centre would seek immediate advice from the Police and contact the Office of Children's Services Licensing Advisor as soon as possible.
- Unless otherwise advised by the parent/guardian of the child, staff will not release a child to anyone else except those nominated on the Child's Enrolment Form. Persons under the age of 16 are not permitted to collect children from the centre, unless they are the parent of the child that they are collecting.
- Families **must** advise staff in their child's room if someone else is collecting their child. Staff will then request a form of photo identification, to check against their Enrolment Form.
- In an urgent situation (eg: car breakdown, illness of a parent etc.) it may be necessary for the parent to notify the Centre that another person will collect the child, other than those nominated. If this occurs, Stepping Stones Child Care Centre will need to see photo identification of the person before releasing the child.

Relating documents:

- Arrival of Children,
- Communication Plan for Staff and Families,
- Fire & Emergency Procedure
- Lockdown Procedure
- Security

SOURCE:

dhcs ACT
ACT Children's Services Standards
February 2009

Department of Education & Early Childhood
Development VICTORIA
Children's Services Regulations 2009

Developed: November 2006 Last Reviewed: 26th May 2009 To be Reviewed: May 2010
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