

**Version 1**

**Effective Date: January 2023**

**Next Review: 2026**

**Document Approver: Chief Executive**

**Document Owner: Facilities & Services Team Leader**

## **Applies To | Ko Wai Whakahāngaitia**

All Teaching Staff

## **General Principles | Mātāpono Whānui**

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

## **Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka**

Child Welfare

Emergency Management

## **References | Tohutoro / Huānga ki**

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Early Childhood Education & Care Services 2008: GMA10

## **Policy Review Cycle | Kaupapa Arotake Hurihanga**

This policy will be reviewed every three years and in conjunction with reviews of the related procedures or processes and documents outlined above.

## **Policy**

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1. Each kindergarten will have a system in place to ensure children remain safely in the custody of the teachers until the appropriate time for release to the appropriate person.
2. Kindergartens will ensure that Parents/caregivers sign their child in and sign them out upon collection using the kindergarten's Daily Sign In/Out sheets.
3. Staff shall record the names of any person(s) legally denied access to a child and copies of any legal custody or protection information will be sent and held in the Kindergarten Taranaki Office.
4. Teachers shall ensure that no child leaves the kindergarten with anyone but:
  - The person who has the role of providing day to day care for, or custody of the child as recorded on the child's enrolment form;
  - Any person who is authorised in writing by the person who has the role of providing day to day care for, or custody of, the child to take that child (either as recorded on the Enrolment Form as an Emergency Contact or as advised in writing at another time); or
  - Any person who is notified to kindergarten staff by the person who has the role of providing day to day care for, or custody of, the child.
5. If any person who is authorised to collect the child arrives and is suspected by staff to be under

the influence of drugs and/or alcohol, staff should endeavour to prevent the person from leaving with the child, for example offer to contact another family member to collect the child. Where a teacher has concerns about a child's immediate and imminent safety, they shall:

- Notify the Police immediately
- Notify their Senior Teacher or the Chief Executive immediately
- Follow the directions given by the Police and/or Kindergarten Taranaki Senior Leadership Team

## Procedure

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### Normal Collection of Children

- When collecting children from kindergarten, the (eligible) person collecting the child shall sign their child out on the kindergarten's Sign In/Out sheet.
- Parents/Caregivers will be made aware of their responsibility to notify teachers if there is any change to their child's regular departure routine.

### Children Not Collected On Time

- If no contact can be made with either the parents/whānau/caregivers or emergency contacts within one hour of the end of the session the child is attending or by the time the staff need to leave the kindergarten, and all reasonable attempts to contact the parents/caregivers and emergency contacts, the teachers should contact the Facilities & Services Team Leader. This action could include contacting the Police to advise them that the child has not been collected and to ask for further direction.
- If a child remains at the kindergarten the teachers must ensure that their physical and emotional needs are catered for.
- Teachers should not transport children to their home without prior parental approval. In this case, an appropriate child car seat must be used.

### Emergency Situations

- During an Emergency, the kindergarten team will Txt from the Kindergarten cell phone, to all Emergency Contacts to collect their child from the evacuation points outlined in the kindergarten's Emergency Management Plan.
- On collection, children must be signed out.
- Refer Emergency Management Policy and Kindergarten specific Emergency Management Plan.