

LATE COLLECTION OF CHILDREN

QUALITY AREA 2 – CHILDREN'S HEALTH AND SAFETY



PURPOSE

This policy provides guidance to Sparkways services should any child be:

- collected late from the Service
 - not collected from the Service due to an emergency or other situation
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POLICY STATEMENT

VALUES

Sparkways is committed to:

- meeting the requirements of the Child Safe Standards and the Education and Care Services National Regulations
- maintaining a duty of care to children at the service
- the safety, well-being and adequate supervision of all children, including at times which may be beyond normal session times as a result of late pick-up or emergency
- Ensuring two staff are present at all times the service is open
- Ensuring that at no time will a child be taken home by a Sparkways staff member or representative
- Making available and communicating the late collection policy to families upon enrolment
- application of late collection fines in a non-discriminatory manner
- fair negotiation of late collection fine payment

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Sparkways.



PROCEDURES

Procedure for late collection of a child:

- The staff will wait ten minutes for parents to arrive.
- After this time staff will immediately proceed to contact the parents/guardian of the child or emergency contacts should parents be unavailable
- Staff will remain at the centre with the child until the parent/guardian arrives to pick up the child (or the emergency contact if they are authorised to collect the child)
- A late pick-up fine will be charged at the rate of \$20 per 15 minutes or part thereof. This fine is to be paid within one week
- An invoice will be issued through QikKids to record late pick-up fines due

Procedure for when no contact can be made with parent/guardian or emergency contacts:

- Staff will contact the Executive Operations Manager
- Staff will contact the police stating the service is unable to contact the parent/guardian or emergency contacts
- If the child has been abandoned, staff will contact Child Protection at the regional Department of Families, Fairness and Housing
- At no time will the child be taken home by a Sparkways staff member or representative



RESPONSIBILITIES

- Sparkways will ensure all staff and parents/guardians are aware of this policy
- Sparkways will ensure this policy is accessible on the Sparkways website and provide assistance to parents/guardians to access it should they require
- Staff are responsible for the day-to-day implementation of this policy
- Parents/guardians are responsible for the payment of late collection fines. Failure to pay these fines falls under the Fees policy



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the Sparkways policy catalogue.

Late collection: - Any non-emergency situation when a parent is more than 10 minutes late.

Late collection fine: - An amount imposed by Sparkways Early Learning for the late collection of children that covers the cost of overtime for staff



EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, Sparkways will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
 - monitor the implementation, compliance, complaints and incidents in relation to this policy
 - keep the policy up to date with current legislation, research, policy and best practice
 - revise the policy and procedures as part of the service's policy review cycle, or as required
 - notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).
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ATTACHMENTS

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AUTHORISATION

This policy was adopted by Sparkways on 15/12/2022.

REVIEW DUE: December 2023
