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INDIVIDUAL PROCEDURES INCLUDED: OTHER DOCUMENTS/ LEGISLATION TO BE REFERENCED:	<ul style="list-style-type: none"> <li>• Health and Wellbeing Policy</li> <li>• Health and Safety Procedures</li> </ul>

### Purpose

St Nicholas is committed to the delivery of services consistent with the principles and standards detailed in the resource Integrity in the Service of the Church and ensuring that these services support the health and well being of children in our care.

St Nicholas has a legal obligation to ensure the security and safety of enrolled children and to ensure the safe arrival and collection of children.

### Policy

St Nicholas will establish defined safe arrival and collection of children procedures to ensure safety of families and children.

St Nicholas will only allow collection of children by an Approved Person detailed in the child's enrolment form and known to St Nicholas staff.

St Nicholas will not allow any child to be removed from St Nicholas by an un-Approved Person including a parent or other person who is prohibited from having access/contact with the child by a court order of which St Nicholas is aware.

The child may only leave the relevant premises if the child

(a) is given into the care of—

- (i) a parent of the child; or
- (ii) an authorised nominee named in the child’s enrolment record; or
- (iii) a person authorised by a parent or authorised nominee named in the child’s enrolment record to collect the child from the premises; or

(b) leaves the premises in accordance with the written authorisation of the child’s parent or authorised nominee named in the child’s enrolment record; or

(c) is taken on an excursion in accordance with this Division; or

(d) is given into the care of a person or taken outside the premises—

- (i) because the child requires medical, hospital or ambulance care or treatment; or
- (ii) because of another emergency.

## Definitions

In this policy

**“Parents/Carers”** means the

1. birth parents;
2. adoptive parents;
3. legally appointed guardians;
4. persons who have care and responsibility for a child under out-of-home care arrangements under the Children and Young Persons (Care and Protection) Act 1998; or
5. persons who have responsibility for the day to day care welfare and development of a child under the Family Law Act 1975;

in relation to an enrolled child as named in the child’s enrolment record.

**“Approved Person”** means

1. a Parent/Carer of the child; or

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2. an authorised nominee named in the child’s enrolment record; or
3. a person authorised by a Parent/Carer or authorised nominee named in the child’s enrolment record;

But excludes a parent or other person who is prohibited by a court order from having access/contact with the child.

#### “Court Order” means

a legally enforceable order of a court in NSW that restricts a person or persons from unsupervised access to a child.

### Scope

The policy relates to all employees and volunteers of St Nicholas and families of children in the care of St Nicholas.

### Policy Context

This policy should be read in conjunction with the Collaborative Partnerships Policy and the Collaborative Partnerships Procedure.

### Relationships to Standards

Std 2: Children’s Health and Safety

### Responsibilities

The Centre Director is responsible for conducting routine checks to ensure staff compliance with the policy.

The Area Service Manager is responsible for the review and implementation of actions to ensure the health and well-being of children.

All employees and volunteers are responsible for the health and well-being of children and reporting of any breaches in the policy.

All families are responsible for reading and meeting compliance with this policy so that the health and well-being of all children in the care of St Nicholas is maintained.

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## Legislative/Professional Guidelines

Education and Care Services National Law Act 2010: s 167, 170

Education and Care Services National Regulations 2018: cl 99, 168(2)(f)

Family Law Act 1975 (Cth), as amended 2018

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