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## Florey Preschool Acceptance and Refusal of Authorisations Procedure

### Policy statement

Preschool staff have a duty of care to ensure the safety and wellbeing of the children at all times while in their care. This includes ensuring the safety of children when they are being released into the care of others at the end of a preschool session.

The Delivery and Collection of Children at Preschools Procedure details the process for ensuring only parents/carers or authorised nominees are allowed to collect children at the end of the preschool session. The following procedure details the process to follow if preschool staff are concerned about the immediate safety of a child who is being collected. This could occur if the person collecting the child is under the obvious influence of alcohol or drugs, if the car in which the child is being placed does not meet legal requirements for child restraints, or if there is a threat of physical violence against the child or another member of the family. Other situations may arise which also require preschool staff to follow the procedure. If in doubt, staff should contact the preschool team leader and principal immediately on 62058011.

If preschool staff are concerned about the safety of a child (for example, if the collector is affected by drugs, alcohol or threatening violence), staff must remove the child from the immediate vicinity (place in office or educator study) and call the team leader/principal on 62058011. If there is immediate threat of violence to any child or staff member, contact the police on 000.

One staff member is to stay with the child and the other is to explain to the 'collector' that they are legally unable to release the child. If appropriate, suggest the 'collector' contacts another person to collect the child. Ensure all changes are documented in the Alternate Arrangements book.

The 'collector' must have appropriate safety equipment in their car/bike to collect the child. If staff members are concerned for the child, they are to explain to the 'collector' that they are legally unable to release the child. If appropriate, suggest the 'collector' contacts another person to collect the child or returns with the appropriate safety equipment. Stay with the child until the 'collector' returns with the appropriate equipment. Ensure any changes are documented in the Alternate Arrangements book. Teacher and child may wait at school front office as per Delivery of Children to Preschool Procedure.

## Safety Considerations

The safety of the children and staff are of paramount importance. You may need to consider:

- removing the children from the immediate vicinity or initiating lock down if an incident occurs during session
- ensuring an adult stays with the child/ren to keep them calm
- whether it is more appropriate for adults to stay together when dealing with an adult who is agitated or threatening
- calling for support as soon as possible.