

# Edgeworth Child Care Centre Inc.

## Uncollected Child Policy

### Aim

To ensure that all children are cared for in a safe and secure manner at all times, if they have not been collected as at closing time two Educators/staff will reassure, and keep the child comforted and occupied where possible.

### Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011

### Who is affected by this policy?

Children  
Families  
Educators

### Implementation

- The Educators/Staff will first endeavor to contact the child's Parent's/Guardian's and nominated emergency contacts who are **authorised** to collect the child.
- If unsuccessful in contacting any of the above mentioned people, the Educators/Staff will call the local police to seek information about any incidents or accidents that may have delayed the parents/guardians (or persons collecting).
- Contact Approved Provider/Nominated Supervisor.
- The Educators/Staff will contact the Child Protection Helpline on 132 111, for advice and support.
- Two Educators/Staff must remain with the child at all times.
- If the child is to be taken from the Service, the Police or NSW Government Family and Community Services will be responsible for the child's safe transportation. The Educators/Staff are not to transport the child.
- The Educators/Staff must record all details of the situation and any actions taken on an incident form. It is important that the person removing the child - the Police or NSW Department of Education signs this form.
- The NSW Department of Education and/or Police are now responsible for the ongoing attempts to locate the Parent's/Guardian's and for the well-being of the child.
- A sign will then be placed at the Service's entrance for the Parent's/Guardian's (or collecting person), advising that they contact the Police or Child Protection Helpline for information about the whereabouts of the child.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
Guide to the National Quality Standard 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed: 26 October 2016**

**Date for next review: October 2017**