



## **Authorization to Collect a Child Policy**

### **Policy Statement**

Grace Park Montessori Pre-School is committed to ensuring the safety and well-being of all who attend the service and procedures and practices are in place to ensure that we provide a safe place for children, staff, parents and visitors to be. As part of this commitment we have adopted a clear policy in relation to authorizations that are required to be in place in order for a child to be collected from the service.

### **Principle**

This policy is underwritten by the *Child Care Act 1991 (Early Years Services) Regulations 2016*.

### **Procedure**

At Grace Park Montessori the safety and welfare of children attending is of paramount importance. We have established clear procedures for the drop off and for the collection of children so as to ensure their safety and to promote a smooth transition and effective time keeping within our service.

### **Child's Details**

Upon attending Grace Montessori each child's details are registered on a Child Record Card. These include:

- The name and date of birth of the child.
- The date the child first attended the service.
- The name, address and contact details of every person/s authorized by a parent or authorized nominee to collect the child from the premises.
- The relationship to the child of the persons authorized to collect the child from the premises.
- The date of birth of the person authorized to collect the child from the premises (who must be over 18 years of age)
- The signature of the person providing authorization.
- Details of any court ordered custody arrangements, or relevant legal evidence of individuals that are prohibited from collecting a child.
- Details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention.
- A record of the child's immunization history.
- The name and telephone number of the child's registered medical practitioner.
- Written consent for appropriate medical treatment of the child in the event of an emergency.

- Written confirmation by way of signature from parents or guardians that they have read, understood and accepted the Pre-School's policies.

### **Collecting a child**

Only persons named and authorized by a parent to collect a child may do so. Upon returning to collect a child, parents or authorized collectors are encouraged to meet with the child's 'key-worker' to be updated on how the child's day went. A person collecting a child must be aged 18 years or over. If a person collecting a child is not named on the child's enrolment form as an authorized person, then written or verbal permission from the parent must be provided to a staff member, before collection. The service will not release a child to anyone who is not authorized without prior consent from the parent.

There is a strict protocol in place for the safe discharge of children at collection times. Parents are required to wait outside the pre-school gate and children are released, at the gate, one at a time, into the care of their authorized collector. Parents must not enter the pre-school premises whilst children are being discharged unless they are authorized so to do, in advance, by the staff.

Any changes to the details on the child's record card relating to authorization to collect a child must be in writing.

### **Late collection of children**

Where a parent knows that he or she will be late collecting a child after the agreed time, he or she is required to consult with the pre-school to make alternative arrangements. If a child is not collected by a parent after 15 minutes post pick-up time have expired then the school will attempt to contact the parents or the emergency contact persons.

### **Attempted collection by a parent who has been denied access in a Court Order**

A parent who has been denied access to a child through a court order will not be permitted on to the services premises. (A copy of a Court Order currently in place must be given to the Directress). If the parent who has been denied access becomes threatening and insists on attempting to remove a child from the service, the Directress will call An Garda Síochána.

### **Refusals of authorization to collect**

Grace Park Montessori will not release a child who is deemed to be at risk, if a parent or authorised person arrives at the service and staff are concerned that they are in an unfit state due to drugs or alcohol. Staff will explain to the parent or the authorised person, why the child should not leave and will offer to assist them by contacting another parent or a person from the emergency contacts list. If the parent refuses assistance and insists on taking the child with them and the staff believe the child will be at risk, then the Directress will inform An Garda Síochána without delay.

This Policy is to be read in conjunction with our

- Settling In Policy
- Staff absence Policy
- Risk management Policy
- Staff training Policy
- Supervision Policy

Signed by: *Jozefa Chrobak*

**Józefa Chrobak**

**Directress**

<b>Reviewed on:</b>	<b>5 December 2022</b>
<b>Reviewed on:</b>	
<b>Reviewed on:</b>	
<b>Reviewed on:</b>	
<b>Reviewed on:</b>	