



Authorisation to Collect Children Policy Version: Draft 1

Board Approval: February 2020

Date for Review: 2 years from Board of Management approval

Responsibility of: Childcare Development Manager

Policy Statement

This policy outlines the protocols in relation to the collection of pre-school children from Finglas Childcare Ltd. It also includes the information and records required for each preschool child.

Rationale

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

Scope of Policy

This Policy on Authorisation to Collect Children relates to all parents/carers, staff and children attending FCL Early Years Settings.

Policy & Procedure

All children must be signed in out of the EYS in the child attendance book on the reception desk each day. It is important that children are collected on time every day, for the benefit of children and smooth running of the EYS. On registering the child in the EYS, the emergency contact section must be completed fully by the parent/guardian giving up to 2 persons authorised to collect a child (other than the parents). In addition, the names and contact details of 2 nominated emergency contacts are required. The permission to collect section must be completed, fully naming two authorised people, their address, contact details and relationship to the child. A written hard copy of details of any court ordered custody arrangements, or relevant legal evidence of individuals that are prohibited from collecting the child should be kept on file. In addition any direction from Tusla and/or agents acting on their behalf regarding collection of a child will be adhered to. If a child is left in the EYS after their allocated time and there is no message left regarding lateness then the child's emergency contact person will be called. If we cannot contact anyone to collect the child, we may contact An Garda Síochána after one hour has passed. If a parent is consistently late their child's collection time may be set at an earlier time or the childcare place may be withdrawn.

Parents must notify in person or by phone the Crèche Supervisor, receptionist or Senior Early Years practitioner if the child is to be collected by a person other than the parent/guardian. Under no circumstance will a child be released without previous arrangement. Please ensure that there is an up to date contact number for you and the authorised persons at all times in case of emergencies. If your telephone number or address changes please remember to notify us. Only persons named and authorised by the parent may collect the child. The setting should be informed immediately of any changes to those authorised to collect their child.



If the person authorised to collect the child is unknown to the service the staff may ask the individuals to produce photographic identification as proof of identity. A child should be collected from the EYS by people sixteen years of age or over.

If there is a legal reason why your child's other parent should not collect your child you must inform us and give us a copy of the court order, otherwise we are legally unable to prevent them collecting your child. If a court order has been given to us denying access to a parent and the parent arrives to collect the child, we will inform them that we cannot give the child to them. If this does not satisfy the parent, we will contact you, then An Gardai Siochana will be called. For this reason, it is imperative that we are informed on any changes in circumstances.

Finglas Childcare Ltd are able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

The service reserves the right to refuse entry to the service of any individual authorised or otherwise if it is determined that they pose a risk of harm to the safety, health and welfare of the service team and children. The service reserves the right to contact an alternative authorised contact on the child's record to collect, if they determine the authorised contact that has arrived could pose a risk to the child, this includes the child's parent.

Procedure for refusing authorisation.

The procedure for authorising collection is that parents name 2 people on the child's Registration form when enrolling and then parents tell the EYP who will then inform the receptionist in advance each time an authorised person will be collecting the child. In the instance that the authorisation from a parent does not meet the requirements outlined the Senior Early Years practitioner will:

- Immediately explain to the parent that their authorisation cannot be accepted, explaining why. Educators will guide the parent on how to meet the requirements.
- Ensure that the parent is provided with a copy of the relevant service policy and that they understand the reasons for the refusal of the authorisation if so required.
- Request that an appropriate alternative authorisation is provided by the parent that complies with the requirements of the relevant service policy.
- Ensure that the procedures outlined in the relevant service policy are followed where a parent cannot be immediately contacted to provide an alternative written authorisation.
- Follow up with the parent, where required to ensure that an appropriate written authorisation is obtained.

I acknowledge that I had read and understand the Policy Document.

1) _____

Date: _____