

### HANDOVER TO, OR COLLECTION OF CHILDREN BY PERSONS DEEMED UNFIT POLICY

#### WHY?

On occasions, a parent or authorised nominee may arrive for handover, or to collect a child and the person's presentation and manner may suggest his/her ability to safely collect the child may be impaired.

Thrive staff/Educators have a duty of care to ensure children's safety and wellbeing at all times. It is therefore critical, that services have clear guidelines that they can follow, if the collection of a child poses a concern and a risk to his/her safety.

#### WHO?

This policy applies to families, staff and Educators enrolled with or working in the following Thrive Children's Services:

- Early Learning Services
- Outside School Hours Care Services
- Family Day Care Services

#### WHAT?

For the purpose of this policy and in accordance with the relevant legislation, unfit means a person who may be impaired by drugs, alcohol, medication, an illness or emotional distress.

#### HOW?

Please refer to the Handover to, or Collection of Children by Persons Deemed Unfit Procedure (following this Policy).

#### WHEN?

If the staff member/Educator is concerned about a person's ability to safely collect a child from care, or to assume care responsibility, it is imperative that they implement the following procedures.

The incident also needs to be documented on the Incident, Injury, Trauma and Illness Record and a report forwarded to the relevant Person with day-to-day Charge within twenty-four hours of the matter happening.

Thrive will provide families, staff and Educators with a copy of this policy to ensure they are aware of their responsibilities and obligations.

Thrive retains the sole discretion to reasonably vary, terminate or replace this policy from time to time. Thrive will consult before any amendments are made and will notify and train those that the amendments apply to.

All persons covered under the paragraph 'Who' who breach this policy may be subject to the appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons in the workplace).

### HANDOVER TO, OR COLLECTION OF CHILDREN BY PERSONS DEEMED UNFIT PROCEDURE

#### HOW?

##### *Family Day Care/Centre Based Care*

If the staff member/Educator have concerns regarding whether a person collecting a child is fit to have the child released into his/her care, the staff/Educator should:

- Attempt to calm the person and offer him/her a drink of water
- Offer to contact an alternate family member, friend or authorised nominee
- Offer to call a taxi
- Offer to deliver the child home at a later time, if this is possible.

At all times, it is important to remain calm, use tact and common-sense and be respectful of the person who has come to collect the child/children.

Staff/Educators cannot prevent a parent from collecting a child they do have a moral obligation to encourage a parent to make alternative arrangements, if they feel the parent is in an unfit state to accept responsibility for the child/children.

If a parent refuses assistance and insists on taking the child/children, the staff/Educator must:

- Allow the child to go
- Follow up with the Police immediately and inform them of the situation
- Advise the relevant Thrive Person in day-to-day Charge
- Document the incident on the Incident, Injury, Trauma and Illness Record and forward this to the Thrive Person with Management and Control within twenty-four hours
- Seek Thrive support regarding the appropriate follow up with the individual parent.

#### **BREACH OF THE PROCEDURE**

Any breach of this procedure may result in disciplinary action including, but not limited to, termination of employment.

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