

## Collections Policy



### Policy Statement:

This policy outlines the protocols in relation to the collection of School age children by Homework Hub. It also includes the information and records required for each child.

### Principle:

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

### Procedure:

On attending a service, a written hard copy of each child's information is obtained and kept with the following details:

- The name and date of birth of the child.
- The date the child first attended the service.
- The name, address and telephone number of the person/s authorised by a parent or authorised nominee named in the child's record to collect the child from the premises.
- The relationship to the child of the persons authorised to collect the child from the premises. The date of birth of the person authorised to collect the child from the premises (must be over 16 years of age)
- Details of any court ordered custody arrangements, or relevant legal evidence of individuals that are prohibited from collecting a child.
- The signature of the person providing authorisation.
- 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.
- Record of immunisations if any.
- The name and telephone number of the child's registered medical practitioner.

- Written parent or authorised nominee consent for appropriate medical treatment of the child in the event of an emergency. Homework hub shall ensure that a record in writing is retained for a period of 2 years from the date on which the child attends the service.

## Procedure for authorisation of collections:

- If a child is to be collected by a person other than their parent prior signed parental permission must be in place.

- The parent should provide the name, address, contact number of the persons authorised to collect their children and state the relationship of this person to the child.

- Authorised persons must be over 18 years of age.

- When an authorised person is to collect a child the parent must inform the setting beforehand on each occasion. (in person or by phone)

- Only persons named and authorised by the parent may collect a child.

- The setting should be informed if one parent does not have guardianship and access to 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 staff may ask the individual to produce photographic identification as proof of identity.

- The name of the parent or guardian providing authorisation. The signature of the person providing authorisation. The date the authorisation is signed.

- Educators 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.

## Procedure for collections and drop offs:

- The person who is dropping off or collecting a child from the setting must get the attention of a member of staff to inform them before they drop off or take a child from the setting.
- The staff member must sign the child in as they arrive and sign them out as they leave to ensure the correct number of children are accounted for in case of emergency.

- Once children have been signed in they are to hang up their bags and coats and go straight to the breakfast area.
- Children are to be supervised by staff in the breakfast area while drop offs take place.
- Children are to be supervised in the main hall while collections take place.

## Procedure for Refusing Authorisation:

The procedure for authorising collections is that parents name two people on the child's registration form when enrolling and then parents tell educators in advance each time an authorised person will be collecting the child. In the instance that authorisation from a parent/guardian does not meet the requirements outlined the team member will:

- Immediately explain to the parent/guardian that their authorisation cannot be accepted, explaining why. Educators will guide the parent/guardian on how to meet the requirements.
- Ensure that the parent/guardian 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/guardian that complies with the requirements of the relevant service policy.
- Ensure that procedures outlined in the relevant service policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative written authorisation.
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.
- It is the responsibility of the Service to ensure that all authorisations adhere to the requirements.

Parent's guardians and children will have access to this policy within the setting and will be made aware before starting within the setting of the contents of this policy.

## Sample Authorisation form:

Early Childhood Ireland's Child Record Cards requires details for up to 2 persons authorised to collect a child (other than the parent) and also two nominated emergency contacts. The Happy Hub will ensure that the following information on at least two authorised individuals is kept on file for each child.

- Given and surname
- Address
- Home, Work and Mobile Phone Number
- Relationship to child

## Unusual circumstances:

- Homework hub has a strict 6 o'clock finish time all children are expected to be collected by this time however in exceptional circumstances a member of staff

will stay back with a child/children after 6 o'clock in order to supervise until the parent/ guardian arrives.

- If a child is not collected and a parent has not contacted Homework hub a member of staff will supervise the child while another member of staff makes contact with the parent if this is not possible the member of staff will try to contact another authorised person.
- If a parent/ guardian arrive in an unfit state to collect the child homework hub will refuse collection and contact another authorised person to come and collect the child.

## Transportation:

Children will be transported to and from school via car or on foot depending on the distance of the school from the setting.

Any child being transported to school via car will be covered by fully comprehensive class 2 insurance.

As the centre is adjacent to a school all children walking to school will be fully insured until they cross onto the school premises.

Person Responsible: Rory McGrath

This policy was adopted by (Homework Hub) on Date: 22/07/2019

Signed by: Rory McGrath On behalf of Management

Review Date: 22/07/2020