



Curtin Primary School



Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.

Acceptance and Refusal of Authorisation Procedure

Purpose and Scope

The Delivery and Collection of Children at Preschools Procedure details the process for ensuring only parents/cares or authorised nominees are allowed to collect children at the end of the preschool session. The Following procedure sets out the process to follow if staff are concerned about the immediate safety of a child who is being collected. This could occur if the person collecting the child is under the obvious influence of alcohol or drugs, if the car in which the child is being placed does not meet legal requirements for child restraints, or if there is a threat of physical violence against the child or another member of the family.

If in doubt the preschool staff should contact the preschool team leader and principal immediately.

If the preschool staff are concerned about the safety of a child if released to a collector

- remove the child from the immediate vicinity and place in teacher office, and call the Principal and /or Team Leader
- explain to the collector you are unable to release the child. If appropriate, suggest the collector contacts another person to collect the child.
- ensure changes are documented in the Parent Communication Book
- if there is an immediate threat of violence to any child or staff member contact the Police on 000
- stay with the child at the Front Office (South) or call for back up staff (North) – as per the Delivery and Collection of Children Procedure
- call for support as soon as possible