



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: February 2021
Review Date: February 2023

Collection or missing children

Responsible to:	Chief Executive Officer
Applies to:	All Teachers
Purpose:	To ensure there are systems in place so that children remain safely in the custody of teachers until the appropriate time for release to the appropriate person (s).
References:	- References: - Education (Early Childhood Centres) Regulations 2008

Policy

1. Each kindergarten will have a system in place to ensure children remain safely in the custody of the teachers until the appropriate time for release to the appropriate person.
2. Staff shall record the names of any person(s) legally denied access to a child and copies of any legal custody or protection information will be sent and held in the WMK Office.
3. Teachers shall ensure that no child leaves the kindergarten with anyone but:
 - The person who has the role of providing day to day care for, or custody of the child as recorded on the child's enrolment form
 - Any person who is authorised in writing by the person who has the role of providing day to day care for, or custody of, the child to take that child (either as recorded on the Enrolment Form as an Emergency Contact or as advised in writing at another time); or
 - Any person who is notified to kindergarten staff by the person who has the role of providing day to day care for, or custody of, the child.
4. If any person who is authorised to collect the child arrives and is suspected by staff to be under the influence of drugs and/or alcohol, staff should endeavour to prevent the person from leaving with the child, for example offer to contact another family member to collect the child. Where a teacher has concerns about a child's immediate and imminent safety, they shall:
 - Notify the Police immediately
 - Notify their Senior Teacher or the Chief Executive immediately

- Follow the directions given by the Police and/or WMK Senior Management Team

Procedures:

Collection of Children

1. Parents/Caregivers will be made aware of their responsibility to notify teachers if there is any change to their child's regular departure routine.
2. If no contact can be made with either the parents/whānau/caregivers or emergency contacts within one hour of the end of the session the child is attending or by the time the staff need to leave the kindergarten, and all reasonable attempts to contact the parents/caregivers and emergency contacts, the teachers should contact a WMK Senior Manager or Senior Teacher. This action could include contacting the Police to advise them that the child has not been collected and to ask for further direction.
3. If a child remains at the kindergarten the teachers must ensure that their physical and emotional needs are catered for.
4. Teachers should not transport children to their home without prior parental approval. In this case, an appropriate child car seat will be used.

Missing Children

1. Procedures for dealing with missing child/ren must be developed for every kindergarten.
2. A search for a missing child must be initiated immediately it is noticed that the child is missing. One teacher may leave the kindergarten during the session to assist the search. If the child is not found immediately during the initial search the Head Teacher must contact the Police.
3. WMK Senior Manager or Senior Teacher must be notified as soon as it is known that a child is missing.
4. It is the responsibility of the Head Teachers to contact the family/whānau of the missing child as soon as possible.
5. Teachers must take appropriate steps to ensure the safety of the remaining children at the kindergarten.
6. The teachers must evaluate their procedures following the event and make any necessary changes.