

Rationale

Sistema Waikato believes the safety and welfare of the children attending the programme should be our priority at all times. We believe that the best way to minimise risks to both children and staff is by ensuring robust systems are in place to keep children safe at all times.

Purpose

- To ensure the safe collection of children from the *Sistema Waikato* programme.
- To provide systematic steps for staff to follow in the event that a child is not collected from the programme or an unauthorised person attempts to collect a child at the end of a session.

Guidelines

- On enrolment, the Programme Manager must ensure that the names of parents/carers and those permitted to collect a child from the programme are accurately recorded.
- Parents/carers must inform *Sistema Waikato* of any custody and access arrangements and provide evidence to support this.
- No child will be permitted to leave the programme with any person but those named on the enrolment form.
- Persons forbidden by law to have access to the child will be named on the enrolment form. Any changes to access and permission to collect by legal parents/carers must be by court order.
- Parents must inform staff in writing if a person who is not listed on the child's enrolment form will be collecting the child. In an emergency, where written permission is not possible, verbal notification can be used to confirm that someone other than the usual person will collect the child.
- If staff members are concerned for a child's safety because they believe the person collecting the child is under the influence of a mind altering substance, they will endeavour to delay collection of the child while the Programme Manager contacts the appropriate emergency contact, the local police or CYFs.
- In the event that a child is not collected from the *Sistema Waikato* programme at the end of a session, the following procedure should take place:
 1. Two staff members must remain on site until all children have been collected from the programme.
 2. In the event that a child is not collected, one staff member will remain with the child whilst parents are contacted by the Programme Manager or Programme Leader.

Should attempts to reach parents be unsuccessful, the child's emergency contacts will be called.

3. If there has been no contact with either parents or emergency contacts within one hour of the programme closing, the Programme Manager will contact the Principal of the Partner School in the first instance to clarify that no messages have been taken by the school. If the Partner School Principal is not available or can provide no further information, the Programme Manager will contact local police or CYFs.
 4. Parents must inform staff if a person who is not listed on the child's enrolment form will be collecting the child.
 5. Staff will not release a child to a person who is not identified on the enrolment form. If an unauthorised person comes to collect the child, parents will be contacted for authorisation.
- Should it be necessary for a staff member to transport a child home at the end of a session, the staff member will abide by the guidelines detailed in the *Transporting Children Policy and Guidelines*.