

Name of your Centre:	Pines Learning
Effective Date:	January, 2008
Pages:	1
Distributed to:	All Clients and Staff
Initialed by:	Dianne Lacaze – President, COM



## **CUSTODY POLICY –** **Pines Learning.**

### **POLICY**

All care will be taken to ensure children are not taken from the Centre by unauthorised people. The Centre aims to maintain the safety of staff and all children at all times. The centre will ensure that DHS regulations are met at all times.

### **PROCEDURE**

If a Custody Order is in force regarding a child attending DLLC. Childcare Centre, a copy of the Court Order, or such other proof acceptable to the Centre, must be provided. A copy of this order will be kept in the records at the Centre. All staff will be familiar with this order.

The staff will endeavour to ensure that children are not handed over to any person not authorized to receive them. This will be in accordance with the DHS Childcare regulations. In the instance that an unauthorised person wishes to collect the child this will be checked with the authorised person prior to releasing the child. The office will also be notified immediately. Should the unauthorised person become violent or exhibit threatening behaviour, the staff will take account of the safety of all other children and staff, and if assessed as high risk will contact the Police and custodial parent.

The custodial parent will be made aware of this policy, and staff will discuss with this parent, strategies to be used if a situation occurs. The custodial parent may request particular action to be taken in relation to their individual situation, and this will be documented and kept with their enrolment form. The Custodial parent will be asked to sign their acknowledgement of this policy.

If a situation occurs staff will seek help from office staff and maintain the safety of all children in their care.