

Health and safety of children: R57 Education (ECC) Regulations 2008

- (1) If the service provider or educator has reasonable grounds to believe that a person...
- (a) is in a state of physical or mental health that presents any risk of danger to children;
- or
- (b) has an infectious or contagious disease or condition.
- (2) The service provider or educator must ensure that -
- (a) the person is excluded from coming into contact with the children participating in the service... and
 - (b) if satisfied that it is necessary to do so to ensure that no child becomes ill, ensure that the person is excluded from the service and does not enter or remain in any premises where the service is provided while it is being provided...

Collection of children from centres: R58 Education (ECC) Regulations 2008

- (1) The service provider of a centre must ensure that no child leaves the premises with any person, unless the person –
- (a) has the role of providing day-to-day care for the child; or
 - (b) is authorised in writing to take the child by a person who has the role of providing day-to-day care for the child.

1. Access to Children

- 1.1 Children may only be removed from the Centre by people nominated on the enrolment form.
- 1.2 No other person may remove a child without written permission from parents/whānau or guardian.
- 1.3 Without written permission the child will stay in the Centre until the parent/whānau or guardian has been contacted.
- 1.4 Identification must be produced by any person who is picking up a child and is unknown to staff.
- 1.5 Parents are advised to inform the Centre of any visitors for the children who do not regularly come to the Centre.

2. Custodial Procedures for Denied Access

- 2.1 Legal notification must be provided by a parent or guardian for the Centre to deny access to a non-custodial parent or guardian.
- 2.2 If the non-custodial parent/whānau or guardian attempts access they will be informed of the situation and asked to leave.
- 2.3 If the non-custodial parent/whānau or guardian does not leave, the Massey security will be contacted. Phone: 0800 627750
- 2.4 The child concerned will be quietly removed into another area or section until the non-custodial parent/whānau or guardian has gone.

- 2.5 Parents/whānau or guardian will be informed immediately of any visit by a non-custodial parent/whānau or guardian.
- 2.6 Confidentiality
- [i] Information will be given to key staff keeping the safety and best interests of the child in mind.
 - [ii] Documentation will be kept in the locked cupboard in the Centre Manager's office.
 - [iii] Documents will be destroyed when the child leaves the centre or at the direction of the custodial parent /whānau or guardian.

3. Refusing entry for safety reasons

- 3.1 If in the opinion of the person responsible, a parent/whānau or guardian exhibits behaviour that is likely to cause disruption to the Centre's effective operation, they will be refused entry.
- 3.2 If in the opinion of the person responsible a parent/whānau or guardian is in a condition that impairs their functioning or behaviour, they will be offered a place to wait away from the children and staff until somebody else can be contacted.
- 3.3 Consideration for the safety of staff is paramount and support for the person dealing with an incident shall be made available.
- 3.4 If a parent/whānau or guardian becomes forceful the Massey Security, ph 0800 627750 or Palmerston North Police, ph 06 351 3600 or 111 will be contacted.
- 3.5 A child will remain in the Centre, if necessary suitable arrangements can be made for his/her safe departure.