

<b>Policy name</b>	Release of Child	<b>CEO Approved</b>	<i>Jaindallie</i>
<b>Category</b>	People We Support	<b>Approval date</b>	December 2018
<b>Version</b>	3	<b>Review date</b>	December 2020

### Why do we need this policy?

There are times when the primary parent or guardian of a child we support will be unable to collect their child following an activity we provide. We therefore need to know, from the parent or guardian, who is authorised to collect a child on their behalf.

### Who is this policy for?

This policy applies to Identitywa workers who provide direct support to people who are 18 years of age and under.

### What do we want to achieve with this policy?

We want safeguards in place to ensure only authorised people are allowed to collect a child from an activity we provide. Identitywa workers meet these safeguards by following this policy and procedure and by ensuring that the correct form is completed and maintained.

### The policy and procedure we follow

We acknowledge that on occasion, the primary parent or guardian may be unable to collect their child from a service or activity once it has been completed. In such situations, we require the primary parent or guardian to provide authorisation for other individuals to collect their child.

Identitywa workers are also aware of any family court orders regarding the children they support which impacts on who is legally permitted to collect or have access to the child.

Parents or Guardians of the children we support need to provide us with the following:

1. A completed 'Authorisation to Release Child' form (the Authorisation form) which details the people and service providers who are authorised to collect their child from Identitywa services and/or activities. Individuals under the age of 18 are not permitted to be included on the list unless they hold a valid driver's licence.
2. Details of any court orders regarding their child that could impact on the services provided by us to their child. This includes those who are permitted to collect their child from the service/activity.

Identitywa ensures the following:

1. Parents or Guardian have completed an 'Authorisation to Release Child' form upon commencement of the service/activity, and that it is updated as required.
2. When a person or service provider collects a child for the first time, workers must see photographic identification prior to the child being released to them.
3. On the occasion when a parent or guardian contacts the service/activity to inform them their child is to be collected by someone not on the list, workers will obtain the following details:

- Name, address and telephone number of the person who will collect the child.
  - Name of service provider if relevant.
  - Relationship to the child.
  - This information is added to the Authorisation Form which must be counter-signed by the parent or guardian the next time they are at the service/activity.
4. When a person arrives to collect a child who isn't on the Authorisation form, workers will:
- Contact the parent or guardian for verbal approval and information as stated in point 3 above.
  - If the parent or guardian cannot be contacted, the child will not be released to the person.
  - Contact their Team Leader or follow the On-Call Policy and Procedure.

### **The Legal and Regulatory Requirements we have to follow**

This policy has been developed in accordance with the following:

- Occupational Safety and Health Act 1984.
- General Duty of Care in WA Workplaces – Guidance Note 2005.
- National Standards for Disability Services – Standard 6: Service Management.
- The Community Care Common Standards – Standard 3: Service User Rights and Responsibilities.

### **Other related documents**

- Duty of Care Policy
- On-Call Policy & Procedure
- Privacy Policy
- Rights Policy
- Safeguarding the people we support Policy

### **How do we know we're getting it right?**

All our policies and procedures are measured against the National Standards for Disability Services and the Community Care Common Standards.

We will also check that the following outcomes are being met:

- The 'Authorisation to Release Child' form is completed for each child who accesses our services.
- Workers know the procedure when a person wants to collect a child who isn't on the list of authorised people.
- Workers understand the principles of our Privacy Policy and how it relates to the information we keep on the Authorisation to Release Child form.

### **Do you need to know more?**

Please contact the Policy Officer if you have any questions regarding policies, procedures and/or review details. If you would like to be involved in our continuous improvement programme please also use the contact details below:

- Telephone: (08) 9474 3303