**Waratah Public School Preschool Procedure**



**Children involved in legal proceedings (Court orders and AVO)**

**Reviewed: 30/10/20**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| [Regulation 99](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg99)[Regulation 158](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg158)[Regulation 161](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subDiv1/reg161)[Regulation 168 (2)(f)](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div2/reg168) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Preschool – Obtaining Parent’s authorisation and consent
 | pg. 41-44Appendix M | 2.27.1 |  |
| **The safety of all children is of utmost importance. It is the parent/carer’s responsibility to inform educators of any apprehended violence or court orders that affect their child/ren. It is the role of preschool educators to keep young children safe whilst in their care at an education and care service, including ensuring that court orders and AVO’s that are in place, are followed and the ‘Delivery and Collection’ Procedures are effective in ensuring the safety of all children.**1. Upon enrolment, parents/caregivers provide additional information about their child and family circumstances, including indicating whether there are court orders or AVO’s in place for their child and/or family.
2. During the parent/carer meeting prior to enrolment, educators discuss the circumstances surrounding any AVO’s or court orders, obtain copies of documentation and explain the process followed in the case that an unauthorised person presents at the preschool to collect a child. Parents/carers are also asked if there is anyone that they do not want to collect their child, and this is recorded.
3. Court orders and AVO’s are kept in the preschool staffroom and school administration office with a photo of the child related to the orders attached.
4. In the case where there is no court order or AVO, but a parent/carer has concerns over the safety of their child, staff are made aware of the situation and concerns and will follow the preschool’s regular ‘Delivery and Collection’ procedures.
5. If a person presents at the preschool to collect a child who is not on the authorised collection list, educators will seek immediate support from the principal, the Nominated Supervisor to assist.
6. If a parent of the child presents at the preschool, who is not on the authorised collection list, educators are unable to legally stop the parent from collecting the child. In this situation, an educator will phone the Nominated Supervisor (the principal) and ask them to come to the preschool to assist with the situation. The other parent/caregiver will also be phoned immediately to inform them of the arrival of the child’s other parent.
7. All educators, including relief educators are made aware of the procedures in place for all children and are introduced to the child/ren affected by these court or apprehended violence orders.
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