

HAZARDOUS PERSONS POLICY

Reason this policy is important:

Child care settings must safeguard each child in care. As part of a comprehensive approach to injury prevention and control, and to prevent possible child abuse or abduction, written plans, policies, procedures, and record keeping are required.

Procedure and Practices, including responsible person(s) (Documentation of Authorized Caregivers):

_____ (staff title/name) will maintain in each child's file, as authorization by their parent or legal guardian, the names, addresses, and phone numbers of all persons approved to care for the child, pick up the child on their behalf, and/or to take the child out of the facility for any reason. (Child Care Agreement Form)

Handling an Unauthorized Person Seeking Custody:

- _____ (staff title/name) will contact the custodial parent or legal guardian named in the child's enrollment papers.
- Telephone authorization to release a child to someone who does not usually pick the child up will be accepted only with dated, written authorization from the custodial parent or legal guardian for such an exceptional release. Before releasing any child under these circumstances, _____ (staff title/name) will call the custodial parent or legal guardian to confirm their approval for the release. The results of this call will be noted in the child's record, with the date and time and the names of the parent contacted and the person to whom the child was released.
- No child will be released without the presence or permission of their custodial parent or legal guardian.
- Any authorized person who is not recognized by staff will be required to provide photo identification, such as a driver's license or work/school ID, before the child is released. Custodial parents or legal guardians may provide photos of authorized persons for pick up of the child, which will be kept in the child's record at the facility.
- _____ (staff title/name) will notify the police immediately, if any unauthorized person seeks to remove a child from facility supervision.

Handling Persons Who May Pose a Safety Risk: (Includes abusive parents or legal guardians and any adult who may not be able to take and/or maintain the child safely from the facility).

- The child will not be released to anyone who cannot safely care for the child.
- _____ (staff title/name) will notify police immediately to manage a person under the apparent influence of drugs and/or alcohol or who poses any safety risk.
- In such threatening circumstances the child/children involved will be immediately removed to a safer location in the facility and supervised by staff until the situation is resolved.
- _____ (staff title/name) will contact the child's custodial parent, legal guardian, or emergency contact person to make arrangements for the child's transport to a place of safety. If none are available to take the child, _____ (staff title/name) will contact Child Protective Services for guidance and follow their recommendations.

When this policy applies:

At any time when child care is being provided.

Communication plan for staff and parents:

Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment. Written notification will be given of any updates. At least portions of this policy will be posted on the parent bulletin board and at the front desk for quick reference.

References:

- *Caring for Our Children* – <http://nrc.uchsc.edu>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>

Reviewed by: _____ Director/Owner

_____ Health Professional (physician, nurse, health department, EMS, Health consultant,)

_____ Staff member

_____ Other (parent, advisory committee, police, child protective services)

Effective Date and Review Date:

This policy is effective _____ (month/day/year) and will be reviewed annually or as needed.

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000.