

Date: Time:

Log completed by:

Name	Time	Collected by*	Authorising Staff

** Person collecting the child must be listed as authorised to do so, or be emergency services personnel. If in doubt, check with the Police or Child, Youth and Family.*

Children Release Guidelines

Source: Adapted from "Emergency Preparedness Plan Guidelines for Early Childhood Services" Christchurch City, March 2007.

Steps should be taken to advise parents/caregivers of the location and condition of their children as soon as possible. Prior discussion with parents/caregivers regarding the provisions in your Emergency Plan made for re-uniting children with their families is advisable.

When an emergency occurs, the programme staff remains responsible for the children until the children are collected by a parent/caregiver OR an emergency service.

Always release children in accordance with your programmes current 'release guidelines'.

The following information should be noted:

- > name of person collecting a child or children,
- > time of collection,
- > address and phone number of person collecting the child or children,
- > signature of person collecting the child or children, and
- > where the child or children will be taken to.

If applicable or if unsure, check the list of names to who a child or children should NOT be released.

In circumstances where it is not possible for children to return home, alternative arrangements must be made in consultation with the Police or Child Youth and Family.

