

Heading: <b>Emergency/Security Policies and Procedures</b>	P.S.# (Related to 1304.51 g)	Rev. 7/2004
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1. Staff may release Head Start children only to parents, guardians, bus drivers or those listed on the transportation or emergency release. Parents are responsible for notifying their family advocate of any changes. A parent may call the teacher and give permission for someone not identified on the release to transport the child provided the person is known to the staff or presents picture identification.
  
2. An agency representative will not remove a child from any Head Start class without the written consent of that child's parent or guardian, except during a child abuse or neglect investigation. In such case, staff may release a child to an authorized Child Protective Services worker or law enforcement representative with agency picture identification. A **teacher will be** present during any Child Protective Services child interviews at Head Start. (See [ESP #1 section 2](#))
  
3. For children placed in foster care, Head Start staff will receive a copy of the "Foster Care Verification Letter." Head Start will release the child only to the foster parents or to the child's Division of Child and Family Services Worker. The DCFS worker must verify any additions or changes in writing (letter or fax). This letter should be to the attention of the Family Advocate.
  
4. If the Head Start Family Advocate is:
  - a. In possession of a court order identifying a custodial parent or guardian and,
  - b. The parent has requested the child not be released to the non custodial parent;
 Head Start staff will attempt to stop the non custodial parent from removing the child. If the parent comes to take the child, teaching staff will explain that they need to get permission from the custodial parent by phone. If the non custodial parent insists on taking the child, notify the custodial parent/guardian at once. [Police cannot intervene in custody matters without a restraining order.] If a court has issued a restraining order, the custodial parent has responsibility for giving a copy of that order to the Head Start Family Advocate.
  
5. **If Head Start is in possession of a restraining order against any person including a non custodial parent and staff sees that person near the Center, teachers will call 911 or the local police immediately to report their presence.**
  - a. After calling 911, staff will record the license number and make of the vehicle if possible.
  - b. Call the parent/guardian.

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- c. When possible, call the Central Office at (435) 586 6070. Dial '0'; tell the secretary that this is an emergency and to find the Director (or acting Director).  
[We want to be able to support you.]
6. Should any unauthorized person attempt to remove a Head Start child from the Center staff will follow this procedure:
- a. Remain calm. Try not to appear afraid or 'rattled'. **If you perceive danger to yourself, another staff member, parent or any children during the encounter, give your teaching team's prearranged signal to call 911.**
  - b. Try to get the person outside the classroom or remove the children to your prearranged emergency meeting spot.
  - c. Tell the person they are not on the list to pick up the child and that SUU Head Start policy states that we cannot release the child without parent/guardian permission. Allow them to use the telephone if they wish to contact the parent/guardian and have them talk to you. Head Start Policy also requires picture identification before staff release the child.
  - d. If the person becomes agitated, tell them that you are unable to help them while the children are present and ask the person to leave. If they do not go, **give the signal to your team teacher to call 911.** Remove the children if necessary. Try to keep the person calm and away from children until the police arrive.
  - e. If you perceive a threat of force, see a weapon in evidence or believe that children or staff members are in danger, **do as the person says. Do not confront the person.** Try to protect the children, other staff and yourself. A person is less likely to injure his or her own child than others. **If the person removes the child and staff has not already called the police, do so when it is safe.** Then call the parent/guardian and the Central Office at **435 586 6070**. **Dial '0':** tell the secretary that this is an emergency and to find the Director. Write down a description of the person, the child, and the license number and make of the vehicle if possible.

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- f. If the person makes threats and leaves, call 911 if you perceive immediate danger. If the threat does not seem immediate, call the parent and the Central Office at **435 586 6070 immediately**. **Dial '0'**: tell the secretary that this is an emergency and to find the Director. The Director will report any threat to SUU Security and will advise staff whether to report to the local police. Write down pertinent information: description of the person, license number and make of the vehicle etc.
- g. With any **major trauma in class**, be aware that the children in the class will need assurance that they are safe. Help them to understand that being afraid sometimes is okay.
- h. If children were present, staff should notify parents the day of the occurrence that an incident took place, by note (if the children ride a bus) or in person if the children are picked up. *Respecting the confidentiality of all Head Start families is critical*. Contact the Director, Assistant Director, or Family Partnerships Manager if you have questions about how to notify parents.
- i. Call the Director, Assistant Director or Family Partnerships Manager following the incident. We want to be sure that you are okay and offer resources such as the Employee Assistance Program.
- j. Staff must fill out and sign a complete incident report and send it to the Central Office. If faxed, staff will also mail the report with signatures.