

## Security and Release of Children

### Policy:

Children under the care our will only be released to individuals listed on the child's **Child Information Card** (BCAL-3731 (Rev. 4-16)).

### Procedure:

- If someone other than a parent/legal guardian arrives to pick up a child they must present a picture ID. The ID must be checked to verify the person is listed on the **Child Information Card**. This policy is strictly enforced for the safety of the children in our care.
- Every visitor or non-custodial person picking up a child must be escorted to the appropriate room and must be supervised by a team member until they exit the building.
- We cannot legally keep a child from their parent. Appropriate documents must be in the child's file in the event of a restraining order or custody situation. This documentation must be strictly enforced and remain confidential, i.e., only shared with staff required to meet the needs of the child(ren).
- We cannot keep a child from his/her parent, however, in the event a parent or other authorized individual appears to be impaired by the use of drugs or alcohol, all attempts will be made to reach an emergency contact person whom is listed on the **Child's Information Card**. If the impaired parent insists on leaving with the child the local authorities will be contacted.
- Only those persons listed on the **Child's Information Card** may receive information pertaining to the child.
- All visitors and guests must be asked for photo ID and sign the school visitor log.