



Effective From	AY 2024/25 (Fall term)
Compliance From	AY 2025/26 (Fall term)

## EARLY EDUCATION INSTITUTION **POLICY**

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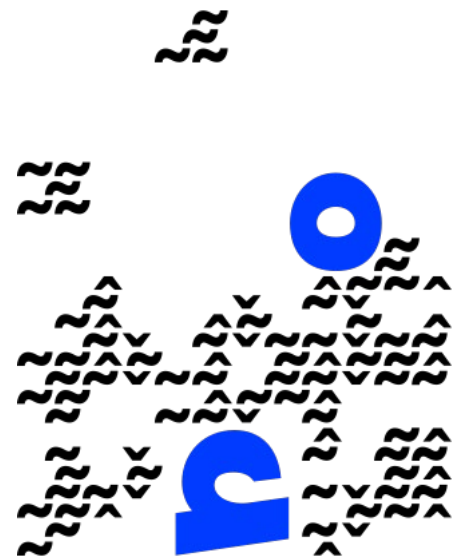
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# CHILD PICK-UP AUTHORITY

### Purpose

This policy sets out a clear framework for the identification of designated persons authorized to pick up a child from the Early Education Institution (EEI) in the parents' absence and to handle challenging or exceptional circumstances related to the pick-up of children from EEI. It standardizes the approach to child pick-up.

This policy is underpinned by Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema), which requires that all necessary measures are taken to ensure the safety and wellbeing of children by those responsible for their care and that the best interests of children are prioritized in any decision-making processes and activities that affect them.



## Definitions

<b>Administration</b>	The staff responsible for carrying out the administrative affairs of the EEI such as the accountant, receptionist, secretary, clerk, nurses, and others.
<b>Child</b>	A person under the age of 4 years, as per Federal Decree Law No. (51) of 2022 Regulating Nurseries.
<b>Early Education Institutions (EEIs)</b>	All ADEK-licensed institutions that offer early years service (e.g., nurseries).
<b>Key Team</b>	The team of staff in a child's key group, whom they interact with daily and who take care of their physical, emotional, and educational needs, typically including the EE Educator, EE Assistant, and EE Aide.
<b>Key Person</b>	A key staff member who is the primary contact for a key group of children and helps them feel safe and cared for.
<b>Management</b>	The staff responsible for overseeing the EEI-based staff and daily operations, such as the EE Director, their deputy, as well as any other member of staff to whom they have delegated specific authorities.
<b>Parent</b>	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
<b>Pick-Up Authority</b>	The person authorized by a child's parent to collect the child from the EEI.
<b>Restraining Order</b>	An order used by UAE courts to protect an individual/child from the restrained person as per Article 6 of Federal Decree Law No. (10) of 2019 Concerning Protection Against Domestic Violence.

## Policy

All EEIs shall develop and implement a Child Pick-Up Policy, which at minimum outlines all processes, procedures, and guidelines to be followed regarding:

1. Management responsibilities
2. Staff responsibilities
3. Parent communication

### 1. Management Responsibilities

- a) EEI management shall ensure that the rules and regulations of the Child Pick-Up Authority Policy are always upheld and clearly communicated to parents.
- b) EEI management shall provide parents with the Child Pick-Up Authority Form at the time of registration.
- c) The criteria for designating a pickup authority in the absence of parents shall be stated on the Child Pick-Up Authority Form. The designated person shall:
  - Be aged 18 years and above
  - Hold a valid ID, either an EID or passport

#### 1.1 Verification of Information

EEI management shall designate a member of the management who will be responsible for verifying the completeness and accuracy of the information on the Child Pick-Up Authority Form at the time of registration.

#### 1.2 Updating Information

EEI management shall ensure that all information provided on the Child Pick-Up Authority Form is regularly reviewed and that received changes are immediately updated in the child's records.

#### 1.3 Communication with the Key Team

EEI management shall always keep the key team informed of children's current pick-up details by:

- a) Providing correct and/or up-to-date information about a child's authorized pick-up person/s by sharing a copy of the Pick-Up Authority Form with the key team.
- b) Helping them identify the authorized pick-up person/s.
- c) Maintaining a copy of the Child Pick-Up Authority Form at the reception.
- d) Directly sharing details of sudden changes when received by parents.
- e) Immediately removing or revoking access to outdated or inaccurate pick-up authority information.

## 1.4 Record Keeping

EEl management shall maintain and keep all records relating to arrangements for picking up children for a minimum of 2 years from the date the child leaves the EEl for good and ensure each child has a personal file that includes:

- a) Child registration details
- b) Parent ID and details
- c) Signed Pick-Up Authority Form
- d) ID and a recent photograph of pick-up authority/ies

## 2. Staff Responsibilities

The EEl shall ensure that all staff are trained and guided in the EEl's Child Pick-Up Authority Policy including:

- a) Awareness that a child cannot be allowed, under any circumstances, to leave with any person other than those identified as pick-up authorities in writing by the parent.
- b) Drop-off and pick-up process.
- c) Procedure to be followed if a child is not picked up at the designated time and the parents/pick-up authority cannot be reached.
- d) Procedure to identify the child's pick-up authority.
- e) Procedure to be followed if an unauthorized person arrives to pick up a child.
- f) Procedure to be followed in case a discrepancy is identified concerning whom the child should leave with.
- g) Process to ensure a child's safety and wellbeing in case of unusual circumstances.
- h) Legal framework and provisions of denying a parent access to their child (e.g., court order requirement).
- i) Awareness that staff members are not allowed under any circumstances to leave the EEl premises to search for the parent, nor take the child to their own home or the child's home, without exception.
- j) Skills to manage and deal with unusual or unexpected situations concerning a child's pick-up authority.

### 3. Parent Communication

- a) EEIs shall inform parents about their Child Pick-Up Authority Policy at the time of registration and during the Parent Induction Day. They shall clearly communicate their expectations of parents to ensure strict adherence to the policy.
- b) EEIs shall also include the Child Pick-Up Authority Policy in the registration pack and the Parent Handbook (see [ADEK EEI Parent Engagement & Communication Policy](#)).

### 4. Compliance

- 4.1** This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). EEIs are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).
- 4.2** Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the EEI is found to be in violation of its obligations.

### References

- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)
- Federal Decree Law No. (10) of 2019 on the Protection Against Domestic Violence
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments

#### Publication

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Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Early Educational Institutions (EEI) in Abu Dhabi.