Release form for separated children/young people

This template is intended to ensure safe reunification between separated children and their parents, legal guardians, or usual caregivers, and is used:

* when separated children and young people are sheltered in a Civil Defence Centre (CDC) or other location
* by CDC staff before they release a separated child or young person back into the care of their parents, legal guardians, or usual caregivers.

|  |  |  |
| --- | --- | --- |
| *To be completed by CDC staff member* | | |
| Name of CDC Staff member: | Date: | |
|  | | |
| Location (CDC/care provider): | | |
|  | | |
| Child/children’s name(s): | | |
|  | | |
|  | | |
|  | | |
| Are you happy to release this child/ren to their parent, legal guardian, or usual caregiver? | | Yes/No |
| If NO, have you contacted Police? | | Yes/No |
| *To be completed by parents, legal guardians, or usual caregivers, or the person the child or young person is being released to* | | |
| Name: | Signature: | |
|  |  | |
| Contact Details: | Relationship to child or young person: | |
|  |  | |
|  |  | |
|  |  | |
| Copy provided of proof of identification (photo required e.g. Driver licence): |  | |
|  |  | |
| Time: | Destination address: | |
|  |  | |

A separated child or young person must not be released to a person that is ‘not an approved person’ to have access to that child/young person (i.e. check that the parent, legal guardian, or usual caregiver has been stated on the Separated Child/ren’s Identification Card).

If this hasn’t occurred, check that there are no protection (or other) orders in place preventing access to the child or young person by checking:

* the Separated Child/ren’s Identification Card
* with Police, or
* with a Child, Youth and Family social worker.

Before releasing the child or young person, check with the police or Child, Youth and Family that the child or young person has not been placed into the care of Child, Youth and Family by the Police in the interim under a Section 48 “unaccompanied Child or Young Person” of the *Children, Young Persons and their Families Act 1989*.

If there are any concerns about the immediate safety of the child or young person if they were to be released to their parent, legal guardian, or usual caregiver, contact Police.