



Collection of Children Procedures

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. The child will receive a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children starting at Nursery are asked to provide the following specific information, which is recorded on our admission form:

- Home address and telephone number (if the parents do not have a telephone, an alternative number must be given, perhaps by a neighbour or close relative)
- Place of work, address and telephone number
- Mobile telephone number
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the Nursery
- Who has parental responsibility for the child
- Information about any person who does not have legal access to their child.

Parents and Guardians are responsible for ensuring that they, or an authorised person, collect their child at the end of their session.

On occasions when parents, or the persons authorised to collect the child, are not able to collect the child, they provide us with the name of the person who will be collecting their child by writing in the 'Pick Up Book'. Alternatively they can phone the Nursery or school office to give the name of the person picking their child up.

If an authorised person is unknown to the staff you will be required to send through a photo of the person collecting or set up password. They will be required to provide the child's pick up password and show identification before staff will release the child. The collecting adult will be required to sign the child out in the 'Pick up Book'.

For the protection of the child, no child will be released to an unauthorised person. If an unauthorised person comes to collect a child, the child will be kept by staff until they have contacted the parents to authorise the person.

At collection time the Nursery staff will ensure that the collecting adult is given any information relating to the child.

Collecting adults must ensure that only their child goes out of Nursery when they have doors/gates open.



Lateness will be recorded in the incident book.

If a child has not been collected then staff will endeavour to contact the parents and nominated contacts. If no contact has been made by 5.30pm then the nursery staff will contact social services, as required under the child protection procedures. A full written report about the incident will be recorded.

Once the above action has been carried out Ofsted will be informed of the situation as soon as possible.

Written: September 2017