Collection of Children Policy

*To ensure the safety of all children and employees, the following procedures will be adhered to:*

***Authorised Collectors***

Parents of children starting at the nursery are asked to provide specific information including:

* Home Address and Telephone Number
* Place of Work and Telephone Number
* Mobile Telephone Number
* Their Own Signatures
* Names, contact numbers and signatures of adults who are also authorised by the parent/s to collect their child from nursery e.g. grandparent/childminder

If a parent wishes a different person to collect their child (not one of the authorised collectors), they must inform the Duty Manager, Deputy Manager or Room Leader in advance, of the name and details of the person collecting their child and a designated password is to be given to them. The person collecting must identify themselves with their name, the name of the child and the agreed password. The member of staff will ensure that this description is accurately checked before permitting the child to leave.

If a different person comes to the nursery to collect the child and the parents have not informed the nursery of this arrangement, the parent/s must be contacted by telephone by the Duty Manager, Deputy Manager or senior employee and their permission obtained before allowing that person to take the child off the Nursery’s premises.

***Persons Prohibited from Collecting Children***

All employees connected with the child should be aware that some children are not allowed to come into contact with members of their own family. A record is kept in the office of the names of those family members with whom that child is forbidden contact. If one of the family members should come to the nursery, they will not be permitted access and the Duty Manager, Deputy Manager or senior employee must ensure that no contact is permitted. The child’s parent/primary carer must be informed of the incident immediately.

The nursery will not allow a child to be released into the care of an adult if he/she appears to be under the influence of alcohol, drugs or any other abusive substance. The nursery will attempt to contact another adult with whom the child may leave the nursery. In the event no authorised adult is available, the nursery will contact Social Services in order to arrange temporary care.

The nursery will not allow a child to be picked up by a person under the age of 16 years of age, unless that person is the parent of that child or the nursery has prior permission from the parents.

A record will be kept of all children who are not collected by the due time. There will be a charge for late collections.

If a child is not collected from nursery by an authorised adult and the staff can no longer supervise the child in our premises, the ‘Policy for Uncollected Children’ will be implemented.

Important Information

When your child has finished the settling in period we will issue parent/ carers have the security door code

## Please also refer to other relevant policies, such as:

* Uncollected Child Policy
* Lost Child Policy
* Child Absence Policy & Procedure