

COLLECTION OF CHILDREN POLICY

AIM

The safety of children is of paramount importance. Therefore, Little Grange Nursery has a strict policy for the collection of children our nursery. At registration we ask parents to complete details of people who may collect their child. This should be completed by all parents before the child is able to start their first session at nursery.

STEPS TO TAKE

- Staff will only permit a child to be taken from the nursery by an authorised person who is recorded on Family. Family records the names, images and passwords of the person nominated to collect;
- There may be times when staff have not previously met parents/ visitors and we would ask for their patience while we check their identity before allowing them access to the nursery site.
- If a parent or guardian is unable to collect their child, the authorised person on Family may collect the child however this needs to be pre-authorised by the parent or guardian. Thus, meaning that the parent must have called or told someone that the nominated person will be collecting the child on that day. If this has not been completed, the child will be unable to leave until contact has been made with the child's parents;
- If someone collects the child who is unknown to the setting and is not on the 'Authorised Collection' form, a phone call must be made to the parent and they must authorise the unknown person to collect their child. This may involve them confirming them by speaking with them over the phone;
- On no account will a child be allowed to leave the nursery without this procedure being followed. Even if a child recognises and acknowledges a collecting adult, the procedure must still apply; and
- If a child is not collected from the Nursery, then the most senior member of management will use the contact details on Family to clarify the situation. In extreme circumstances, the only solution may be to contact the Local Authority Social Services Duty Officer or the police.

Please note this policy must be followed if a staff member is taking a child from nursery.

You must ensure that all parents are made aware of the procedure to avoid any unnecessary problems arising when their child is collected.
