



## **BRINGING AND COLLECTING A CHILD**

To ensure the safety of both children and practitioners, parents are to follow this policy.

### **Bringing children policy**

- Once the parent completes a handover of the child at the beginning of the session, the child becomes the responsibility of the practitioners. Parents are to make practitioners aware and pass on all the relevant information at the beginning of the session.
- The manager or deputy will allow parents access to the pre-school.
- The parent is to accompany their child to their room making sure the room practitioner is aware that the child has arrived.
- All gates and doors throughout pre-school are to be closed after use and when appropriate locked behind each parent.

### **Regular collector procedure**

- At the end of the session the parent becomes responsible for their child once the handover has been completed and all the days relevant information has been shared with the child's parent.
- Children are not to be collected by anyone under the age of 16.
- The manager or deputy will allow access to the setting.
- Parents go to their child's room to receive a handover on how their child has been that day etc.

### **Collection by an alternative carer**

In the event that a child's parent is unable to collect them from pre-school, a nominated person will be allowed to collect the child after written consent has been received from the parent. We follow the following procedures:

- The regular collector or parent informs the manager or deputy if an alternative carer will be collecting the child at the end of the day.
- A description of the adult i.e., height, hair colour, eye colour, build and if appropriate the make of car and registration number.
- Emergency password - this is the password given on the child's Registration forms and signed by the parent at the point of registration. This password would then be given to the nominated person by the child's parent and then to the manager or deputy so that the child can be released.
- If necessary, photo ID will be asked for.
- In an emergency when no notice period is possible, parents can ring the pre-school and inform the manager or deputy who is picking the child up.

- Parents can contact the pre-school to ask for the password if they are unsure or forgotten it. This must be dealt with by the Manager or Deputy Manager.
- If someone comes to collect a child and we have not been notified of the collection, then we will not release the child until contact has been made with the regular collector or parents to confirm the alternative collection is correct.
- If the pre-school staff are in any doubt, they will not release the child.
- The child's departure time from pre-school will be recorded on the preschool register.

### **Late collection of children**

Practitioners have a duty of care towards the child and the parent with regard to late collections of children. If the manager or deputy has not received notification and is not able to contact a parent within a reasonable time once the pre-school has closed, then this may lead to a safeguarding issue. We understand that the parent may be held up in unexpected circumstances, but every effort should be made to contact the manager or deputy in order for the child/children to be collected in sufficient time. There is a charge for the late collection of children. If no contact is made with the manager or deputy the late collection procedure will be followed.

### **Late collection procedure**

- The manager is informed if a child has not been collected.
- The manager or deputy will try to contact the parent/emergency contacts if the child has not been collected 15 minutes after the session ends.
- If no contact can be made the manager and a practitioner will stay with the child for one hour.
- In the event of no contact being made after one hour the manager will contact Social Care (telephone 0845 6061212 or 08456037634) and advise them of the situation.
- The manager and practitioner will remain in the building until suitable arrangements have been made for the collection of the child.

### **Adults under the influence of alcohol or drugs**

If an adult arrives to collect a child and they are deemed to be under the influence of drugs or alcohol the manager will assess whether a child's safety and welfare may be impacted if released into the person's care. The decision is discussed with the adult and if required an additional named collector will be contacted to collect the child.

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