

Child Collection Policy

Statement of intent

This setting believes that the safety of the children is of paramount importance. As such we will ensure that appropriate procedures are in place with regard to who is able to collect a child from the setting.

Aims

The aim of this policy is to inform practitioners and parent/carers of the procedures to be taken during the collection period and to ensure that a child is always collected by an approved person.

Methods

Parents / carers of children starting at Plume Avenue Nursery are asked to complete a registration form including;

- Home address and contact telephone numbers
- Place of work, address and telephone number (if applicable);

The registration form also provides space for parents / carers to specify in writing the names and contact details of any person authorised to collect the child when the parent / carer is unable to.

We request that where possible the nursery will be contacted in advance to advise us who will be collecting if it not the normal person and we will agree with parents how the identification of the person who is to collect their child will be verified if they are not previously known to us.

Parents / carers may add others to the list at any time or, if necessary, advise us either at drop off time or later by telephone, that someone additional to those stated on the registration form will be collecting.

Upon arrival, any person not known to the setting will be challenged and asked for the previously agreed identification.

The collecting person will sign the daily register confirming they are collecting and if not a normal exit time (12.30pm or 3.30pm), the time of collection will be entered in the appropriate box on the register, either by the collecting person or by a member of the nursery staff.

The main door to the setting will be manned by a member of staff to ensure that no child leaves the building without the person collecting them.