



## **Collection of Children**

### **Statement of Intent:**

Providing a safe and secure environment and prioritising children's welfare is paramount and therefore the setting has a collection policy to safeguard children in its care.

### **Policy aims:**

- To ensure children are only released from the care of the setting to individuals named by the parent/carer with parental responsibility
- To ensure there is a clear procedure to be followed in the event of a parent failing to collect at an appointed time.

### **Procedure:**

In order to achieve our aims the following procedures will be followed;

- On admission to the setting parents/carers with parental responsibility will be asked to give names, contact details and descriptions of authorised adults who may collect their children in an emergency.
- Anyone under 16 years of age (unless a parent) will not be allowed, in any circumstances, to take a child from the setting. If someone arrives to pick up a child and they look under 16 then they will be questioned and if necessary the parent contacted
- All children must be signed in and out of the setting and details must be given of who will be collecting the child.
- If there is a change in the person due to collect the child the parent/carer with parental responsibility must telephone or come into the nursery to inform the staff. If by telephone the parent/carer may be asked to confirm their identity. A change of collector form will then be completed and if the person collecting is unfamiliar a description will need to be given and a password agreed. When collecting the child from the setting they will be asked for the password as stated in the Admission pack.
- If someone other than the named individual (who does not have parental responsibility) arrives to collect a child they will be asked to wait until the parent/carer has been contacted to confirm arrangements. If the parent/carer is un-contactable and the time they were due to collect has passed and if the individual is recognised as an authorised collector the senior member of staff will make a decision as to if it is appropriate to allow the child to leave. When collecting the child from the setting they will be asked for the password as stated in the Admission pack.
- If the setting/member of staff have any concerns regarding the ability of a parent to care for their child (influence of alcohol/substances), they will seek advice from social care/police before releasing the child from the setting.



## **Non/late collection of children**

- All session times must be adhered to, to insure the safe and smooth running of the setting.
- There may be odd occasions where parents do run slightly late due to traffic etc, but parents must always let the setting know if they will be late.
- If a parent/carer is more than 10 minutes late or regularly a few minutes late a formal reminder will be issued by the Nursery Manager.
- If a parent/carer is more than 15 minutes late to collect and has not already contacted the Nursery then the most senior member of staff will seek to make contact with parent/carer.
- Parents/Carers that are continually late may forfeit their child's place at the setting
- If a child is not collected at the end of their session and there has been no contact with the parent/carer then the emergency collectors detailed on the child's registration form will be contacted and asked to collect the child
- If the child is still in the setting 20 minutes after the end of the child's session and no contact has been made the Headteacher should be informed and an incident form completed.
- If there has still been no contact 30 minutes after the end of the child's session Social Care, Duty and Assessment team should be contacted. Guidance from Duty and Assessment should then be followed.
- The child will stay at the setting in the care of two fully vetted workers until the child is collected either by the parent/carer, an authorized collector detailed on the admission forms or by a social care worker.
- Under no circumstances will staff leave the premises to look for the parent/carer, nor will they take the child home with them.

### **Links to:**

- EYFS Statutory Framework 'Safeguarding and Promoting Children's Welfare'
- Fees Policy