



Procedure for Collection of Children

Procedure Statement

We have a clearly defined and robust procedure for the collection of children from our setting. In addition, we have a separate policy which details the procedure for Uncollected Children.

- Parent/carer should enter the playroom when collecting their child so Pre-school staff can ensure that each child leaves with the appropriate adult. Parent/carer should sign their child out at this point and collect their child from where they are seated. The child will be released into their responsibility.
- If the parent arranges for another person to collect their child on a regular basis, they must add their details to the Registration Form under the emergency contact section. It would be helpful to introduce the person to Pre-school staff if they are unknown to them.
- If the parent arranges for another person to collect their child as a one-off, the parent should let a staff member know at the beginning of the session and their details are entered into the Pre-school diary which is available in the main room.
- If the parent, after having already left their child at Pre-school, arranges for another person to collect their child, they must telephone the Pre-school to inform them of the arrangements.
- If the parent arranges for someone to collect their child who is not known to Pre-school staff, they must give a description of the person and implement the 'password system', whereby the parent gives a password to the staff and to the person collecting the child. On arrival, the person must give the password before staff will allow them to take responsibility for the child. The child will only be released to the carer if Pre-school staff are sure of their identity.
- A member of staff will be on the outside door for child's safety only. Any queries please speak to other members of staff inside the building.
- No child will be released to anybody who is under the influence of alcohol/other substances. Pre-School staff will contact the next person on the emergency contact list.
- Children will not be released into the care of a minor (under 16 years of age).

This policy was adopted at a meeting of
Held on

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair)

Thames Pre-School

21st June 2018

June 2019

Kathryn Reed

Chair