



Collection of children policy

1. Aims

The Collection of children policy and procedures aim to ensure:

- The safety and care of all children when they are collected from Pre-School
- A clear framework of procedures to follow to ensure safety of all children when collected from Early Years and in the instance of a child not being collected.

2. Legislation

This policy is based on requirements set out in the statutory framework for the Early Years Foundation Stage (EYFS)

3. Child collection policy statement

Children's safety is maintained as the highest priority at all times. Safety is prioritised to ensure children attending the Early Years are safe and cared for through planning to minimise risk and to maintain safe practices. This policy is a statement of procedures and responsibilities for the collection of children to ensure their safety

4. Child collection procedures Admission Arrangements

To ensure safe collection of children, staff, parents and carers must follow the procedures below when planning the collection of their children from Pre-School. Prior to a child starting in the Early Years, they are requested to complete information about their child. This includes information details about who may

collect their children at the end of the session or earlier if for some reason they have to leave Pre-School early. This information is collated and used to identify designated person(s) on the child's emergency records and shared with staff so they are aware who is to collect the child from pre-school.

Each child must have at least two authorised people who can collect them, details of which will be outlined on the child's registration form. Parents are requested to preferably, first introduce authorised people to staff, or give a detailed description or photograph along with a password for the collector to identify themselves.

Emergency Password

At time of application to pre-school, a unique memorable password is chosen by parent/carer. The password is recorded on the child's emergency record. Parents are requested to give this password only to the people they have recorded as permitted to collect their child.

Suitable People

A child will not be handed over to a different person unless the parent has given verbal or written permission for this to happen (or, in an emergency, if the parent rings the nursery and speaks to the manager or person in charge).
If the person collecting the child from Pre-School is unfamiliar to staff, staff must verify they have permission to collect by checking their identification against the name given on the application form and requesting the emergency password.

If staff are in any doubt about the person collecting on any occasion, staff must contact parent/carer to verify identity /permission for the person to collect. If parent /carer cannot be contacted, staff will then telephone other people on the child's emergency collection list to verify identity or to collect the child. If another designated person is not available, then social care or the police will be contacted.

It is the policy of Wickham Pre-School School and Early Years that no person under the age of 16 years can collect a child from Pre-School.

If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform the headteacher or Pre-School Manager who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then social care or the police will be contacted.

Relationship breakdown of parents / guardians- collection of children

Wickham Pre-School and Early Years has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

Unless there is a court order, of which the Early Years must have a copy, preventing one parent's contact to the child, we are legally unable to deny access.

Should a parent of concern ask to access their child, we will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait.

If there is concern about violent or aggressive behaviour from either parent, we will seek advice from the police and follow their recommendations.

5. Failure to collect a child

In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

- The child is cared for safely in the Pre-School environment by an experienced practitioner. At least two practitioners will be present. Staff will ensure that the child receives a high standard of care in order to cause as little distress as possible.
- All contact numbers for parents/carers are repeatedly contacted and messages left
- Further emergency contact numbers are tried
- If in the event of a child not being collected and no other contacts have been successful, we will wait for one hour after the child's due collection time. At this stage, Social Care and/or the police will be notified of a non-collection and the matter will be handed over to their care
- On no account must a child be taken by a person not known by the pre-school