



PROCEDURE FOR THE COLLECTION OF CHILDREN

AUTHORISED COLLECTORS

Parents are required to provide detailed information of an authorized collector i.e. person other than a parent or regular carer.

When there is change in the usual collection arrangements parents must inform a member of staff, at the time of leaving the child, at the beginning of the session. If an unauthorized person calls to collect a child, the child will not be released from our care until the parent has been contacted and permission to do so is given to us.

PERSONS PROHIBITED FROM COLLECTING CHILDREN

We are aware that there are occasions when children cannot legally come into contact with a member of their own family. In these circumstances the contracting parent must notify the manager and details will be placed on the child's records, ensuring all staff is made aware. In the event that such person should come to the nursery we will ensure no access is granted and the manager will immediately contact the contracting parent.

PROCEDURE FOR UNCOLLECTED CHILDREN

The nursery has an obligation to stay with any uncollected child at the end of a session, until the child is collected.

The nursery will not release any child to an unauthorized person, even when collection is late, unless an authorized person informs a member of staff. Or in an emergency telephones us to inform us that someone else will be collecting their child and state who that person will be. Their description, name and address must be given by the authorized person, from which the nursery can identify the person, this is written into our communication book so all staff are aware of this. Also the nursery will return the authorized persons telephone call to confirm their identity.

A record will be kept of all children who are not collected on time, detailing date, time and reason.

In the event that collection is continually late, three or more occasions, the parent will be written to informing them that a charge of £5 per 5 minutes will be applicable from that date, to cover the cost of two staff required.

If all attempts to contact the contact numbers fail and the child remains on the premises for duration of 1 hour after the collection time we shall contact

Children, schools and families tel. no. 0300 1234043

Police 0845 3300 222

Reviewed by:

Date: