

## **Collection of Children**

The Safety of the children is of paramount importance. Therefore, Peter Pan Nursery has a strict policy for the collection of children from their nursery.

A part of this policy forms part of the 'registration information about your child' held in the filing cabinet in the office. All parents should be made aware upon registration of our procedures for collection.

This policy is as follows:

- Staff will only permit a child to be taken from the nursery by an authorised person as recorded on the child collection authorisation form. This form records names and phone numbers of persons and passwords are used for persons that are not yet known by the nursery staff.
- If a parent/guardian is unable to collect their child, the authorised person on the form who is collecting will be asked to give the agreed password. The password will be checked before the child is handed over.
- If the collection is a pre-arranged/regular occurrence such as grandparents collecting this should be added to the collection authorisation form if not already and all staff notified. Once staff are aware of the arrangement and can recognise the persons by face the password is no longer needed.
- Parents must inform the nursery before pick up of any changes to the persons who will be collecting a child.
- If persons who are permitted to collect, arrive to collect on a non-scheduled day then the parent must have pre-notified the nursery or staff must seek approval via phone call on nursery land line, using nursery registered parents number before hand over.
- If the parent contacts nursery to schedule a new pick up person for a one off or emergency situation then a password must be given.
- If the details such as the password do not match up the nursery manager will contact the parents to gain authorisation to release the child.
- On no account will a child be allowed to leave the nursery without this procedure being followed. Even if a child recognises and acknowledges a collecting adult, the procedure must still apply.
- If a child is not collected from the nursery, then the nursery manager will use the contact details on the authorisation form to clarify the situation. In extreme circumstances, the only solution may be to contact the local authority social services duty officer.
- Please note this policy must be followed if a staff member is taking a child to the child's residence from nursery due to prior arrangement and these relationships must have been declared upon the child's registration.
- Parents are requested to make those authorised to collect your child aware of these procedures to avoid any unnecessary problems arising when your child is collected.
- Anyone collecting children must be typically over the age of 18. In the instance where the Parent / Parents are under 16 they have legal authority to collect.