



CHILD COLLECTION POLICY

This policy is a statement of the procedures followed at Peter Rabbit Nursery for the collection of children, to ensure their safety.

Parents must note carefully, Peter Rabbit Nursery operates from 9am – 3pm. Parents should ensure children are collected no later than 12.15pm/1.15pm or 3.00pm depending on the session their child attends. If a parent is unavoidably delayed due to circumstances beyond their control, they should make every effort to phone the nursery to inform them. Parents who are continually late may incur a charge. This will be under the discretion of the manager.

No children will be released from our care if staff are not informed of the person collecting the child.

Admission Information

When children start at Peter Rabbit Nursery, parents are asked to fill in information about their child. Details are completed about the people who will be collecting their child. This information is then filed and used to identify the designated person(s).

Password

Parents are asked for a memorable password, which is also filed. Parents are asked to give the password only to the people they wish to collect their child.

Suitable People/Identification of Individuals

- It is the policy of the nursery that no person under the age of 16 years can collect a child
- 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 manager or designated safeguarding lead (DSL) 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.

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:

- All contact numbers for parents/carers are repeatedly contacted and messages left
- Emergency contact numbers are tried
- If in the event of a child not being collected and following 3.30pm, 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 nursery.