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| <b>Policy Name</b>    | <b>Collection of children</b> |
| <b>Date Issued</b>    | <b>January 2012</b>           |
| <b>Author / Owner</b> | <b>Hagbourne Pre-School</b>   |

### Statement of Intent

We intend to have a safe, secure, and efficient method for children to leave Pre-school either at the end of a session or during a session.

### Aim

To provide a safe method and secure way for children to leave Pre-school.

### Method

#### Who will collect a child?

- We take our responsibilities of care very seriously at Pre-school and never send a child home with someone not named by the child's main carer.
- We ask on the child's records for collection arrangements and will only allow a child to leave Pre-school with one of the named people.
- In the case of someone else collecting the child we ask that parents let us know and sign the permission in a book on the desk. If this is not possible, (for example a last minute arrangement is made) the parent must telephone Pre-school to give their permission for someone else to collect their child. Under these circumstances the pre arranged family password must be given by the person telephoning and by the person collecting the child.
- Where possible please ensure staff are informed in the morning at drop off if a person not named will be collecting the child that afternoon.
- If an adult arrives to collect a child who is **not** a named contact and there has been no message from the parent we will always telephone the parent to confirm the details **before** we allow the child to leave the premises with that person. Once again the pre arranged family password will be used.

#### During a Session

- If a parent wishes to collect their child for any reason during a session we ask for this to be made known in advance.
- In some cases we acknowledge that this is not always possible and therefore the parent may call in to Pre-school and collect their child.
- A member of staff will see the child and parent from the building and ensure the external door and outside gate are secured.
- As the child leaves the room with their parent / carer their departure is marked in the register.

#### At the end of a Session

- The person responsible for collecting the child will wait in line at the entrance to the hall (main hall door AM session/small hall PM session) until the child is called and passed over.
- At the end of the session all children will sit on the carpet. The Early Years Manager or other designated adult will then dismiss children one at a time to the responsible adult by the main door for the AM session, and by the small hall door for the PM session to ensure no child leaves with the wrong person. The children are marked off the register as they leave the hall with their parent or carer.
- All other members of staff are present and will be available to answer queries and give messages once every child in their care has been dismissed to their parent. Any other children will be supervised until their carer arrives.



As the child leaves the room with their parent / carer their departure is marked in the register.

This policy was reviewed and updated (where required) on \_\_27/11/2021\_\_\_\_\_(date)

Reviewed/updated by \_\_\_\_\_ Dominique McCann \_\_\_\_\_ (Chairperson)

Reviewed/Updated by \_\_\_\_\_ (Manager)

Reviewed/Updated by \_\_\_\_\_ Julie Higgins \_\_\_\_\_ (Deputy Manager)