

Meppershall Pre School

Safe Collection Policy and Procedure

Statement of Intent

We are committed to fully protecting the children in our care and follow the procedures in place to ensure the safety of all children on collection from Pre School.

Under no circumstances will children be sent home with any persons that are unauthorised to collect, or that the preschool has not been informed in advance that they are collecting and they meet the requirements set out in this policy.

Methods

It is essential that staff are aware who will be collecting each child at the end of the sessions.

- When a child starts at the setting the parents are asked to provide personal information which is recorded on each child's registration form, this includes:
 - Home address
 - Mobile telephone number
 - Parents occupation and work telephone number (if applicable);
 - Names and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent. Parents are asked to keep staff informed if these arrangements change at any time:
 - Information about any person who does not have legal access to the child; and
 - details of who has parental responsibility for the child
 - A password to be used by anyone who they authorise to collect their child
- If parents are not able to collect their child as planned, they must inform staff and tell them who will be arriving to collect the children in advance.
- The parent must provide the setting with the persons full name that will be collecting their child.
- When the person arrives at the setting to collect the child they will be asked to show staff a form of identification that states their full name.
- The person will also be asked to provide the child's 'collection password' to a member of preschool staff.
- The child will only be released if, the Identification matches the name provided by the child's parent or carer and the individual provides the correct 'collection password'.
- If possible it is better for the staff to meet any new collectors prior to them collection the children from preschool.
- If regular changes are made to who collects a child ie; a childminder or friend, parents will be asked to add this to their child's profile on EYLog and staff will be informed.

- 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 leader or deputy 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.
- In the event of a breakdown in the relationship between a parent or carer, we are legally unable to deny access to any individual with parental responsibility without a court order that preschool have a copy of.

Date approved by Pre-school committee	
Signed by Pre-school leader	
Signed by Pre-school chair	
Signed by Pre-school staff	