

Walton Lane Nursery School & Rocking Horse Club

Policy:	CHILD COLLECTION POLICY
Reviewed:	August 2014
Next Review:	3 years or as legislation may require
Responsibility:	Senior Link Worker
Category:	Safeguarding (Childcare)

Your child's wellbeing is of great importance to the staff within the Centre; therefore, procedures for collecting children are followed to ensure your child's safety.

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

■ Records of Achievements

When your child starts at one of the Centre childcare services you will be asked to fill in some information about your child for their Record of Achievement. Included in this information we ask for are details and a photo of the people who will be collecting your child. This information can then be used to identify the designated person(s).

■ Password

When you register your child at the Centre you will be asked to complete a password proforma; it is important that this proforma is given to the Centre and that only the people you wish to collect your child know the password.

■ Suitable Person / Identification of Individuals

To ensure the safety of all our children, the Centre requires that all adults entering the building are able to be identified at all times.

We are determined to provide a safe environment for all our children and staff. Central to this is the swift and easy identification of all who enter the Centre at all times, this includes staff and parents, users of the Centre, tradesmen etc. This essential element to our safe environment and safe collection of children requires that the faces of parents are made known on a daily basis to relevant staff. It is therefore essential that staff know who is collecting children not only by name, but by sight. For those women who choose to wear a burka, their faces must be shown to the children's relevant key worker or line manager.

If practitioners feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the practitioner must contact a member of the Senior Management Team.

The member of the Senior Management Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child. If another family member is not available then Children's Social Care or the Police will need to be contacted.

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- ⇒ **Children's Social Care – 0300 123 6720**
- ⇒ **Emergency Duty Team – 0300 123 6722**
(To be used after 8pm)
- ⇒ **Police Communications Centre – 01282 425001**

It is the policy of the Centre that no person under the age of 16 years can collect a child from the Centre.

■ **Relationship Breakdown of Parents / Guardians**

The Centre has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

Unless there is a court order, of which the Centre must have a copy, preventing one parent's contact to the child, we are unable to deny access.

If there is concern about violent or aggressive behaviour from either parent we recommend that the child does not attend the Centre until the problems have been resolved, thereby ensuring the safety of all children.

■ **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:

- The Team Leader or Link Workers will try to establish contact via the emergency contact number(s).
- In the event of a child not being collected after 6.00pm, the Social Care Team and or the police will be contacted.
- On no account must a child be taken by a person not known by the Centre.

The above procedures apply to all the childcare services, for children from 0 – 14 years, within the Centre.