

## Safe Collection Procedure

To enable us to fully protect the children in our care we have arrangements in place for their collection. It is essential that staff are aware who will be collecting each child at the end of the session.

To enable us to implement these procedures the following steps are in place –

When a child starts at the setting, parents are asked to provide personal information which is recorded on the registration form, this includes;

- Home address and telephone number, mobile number, workplace number (if appropriate)
- Names, addresses and telephone numbers of adults authorised by the parents to collect their child, for example a childminder or grandparent. Parents are asked to keep staff informed if these arrangements change at any time. (Collection of Your Child form).
- Details of who has parental responsibility

Parents should also ensure that the setting is made aware of any persons who do not have legal access to 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 their child.

Details of the person collecting the child will be recorded in the register file, this must include their name, contact number and how they will be identified; a message must be put on the whiteboard. It is preferable that staff meet new people who are going to collect children prior to the actual collection date. When the child is collected, they must be signed out by the person collecting.

If no prior notice has been given by the parent but a Collection of Your Child form has been completed, this then gives the staff authority to release the child to the care of an adult named on this form. However, if this person is not already known to staff, then a further check will be made by contacting the parents.

**In the event of an unauthorised collector arriving, staff will contact the parents. If they are unavailable then staff will ring the emergency contact. Under no circumstances will children be allowed to leave the setting unless all the collecting requirements are met.**