

# Meppershall Pre School

## Safe Collection Policy and Procedure

### Statement of Intent

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

### Aim

We aim to ensure that all staff, parents and carers are aware of our Safe collection policy and procedure to ensure the safety of the children in our care.

### 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 and telephone number - if the parents do not have a telephone, an alternative number must be given, e.g. a neighbour or close relative;
  - Mobile telephone number (if applicable);
  - 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.
- Details of the person collecting the children will then be recorded in the child collection book and all staff will be made aware of the changes to usual collecting procedures.
- Parents must record how they can be contacted should the leader need to contact them to discuss any difficulties.
- A description of the new collector must be given to staff and the parents must ensure the person collecting is aware that they will need to give the password before the child will be authorised to leave.
- If possible it is better for the staff to meet any new collectors before they are actually needed to collect the children.
- When children are collected they must be marked out on the record of attendance and the carer must sign them out and in the child collection book.
- If regular changes are made to who collects a child ie; a childminder or friend, this must be put in writing to the Pre School leader and the child collection book will not need to be used in this instance.

- 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.

<b>Date approved by Pre-school committee</b>	
<b>Signed by Pre-school leader</b>	
<b>Signed by Pre-school chair</b>	