

2.3.1 Collection of Children

The Safety of the children is of paramount importance.

Therefore Childbase has a strict policy for the collection of children from their nurseries. A copy of this policy forms part of the 'registration information about your child' held in the appendices to this manual and should be given to the Parent before the child commences at nursery.

This policy is as follows:

- Staff will only permit a child to be taken from the nursery by an authorised person as recorded on the child collection authorisation form. This form records signatures and passwords.
- If a parent/guardian is unable to collect their child the authorised person on the form who is collecting will be asked by the manager on duty to sign for the child (in the visitors' book) and give the agreed password. The password will be checked before the child is handed over.
- If the details such as the password do not match up the nursery manager will contact the parents to gain authorisation to release the child.
- On no account will a child be allowed to leave the nursery without this procedure being followed. Even if a child recognises and acknowledges a collecting adult, the procedure must still apply.
- If a child is not collected from the nursery then the nursery manager will use the contact details on the authorisation form to clarify the situation. In extreme circumstances, the only solution may be to contact the local authority social services duty officer.
- Please note this policy must be followed if a staff member is taking a child home from nursery.
- Parents are requested to make those authorised to collect your child aware of these procedures so as to avoid any unnecessary problems arising when your child is collected.
- If a member of staff is asked to take a child home from nursery, the normal child collection policy must be applied.
- Anyone collecting children must be typically over the age of 16. In the instance where the Parent / Parents are under 16 they have legal authority to collect.

Document Control and Related Documents

Title	2.3 Collection of Children
Procedure Owner	Health & Safety Manager
Author	Mark Bird
Reviewers	Health & Safety Committee
Issue No	1
Policy Effective Date	January 2015
Manual	Health & Safety Manual Version 4.0
Re Issue No. Date Issued: Policy Effective Date	
Re Issue No. Date Issued: Policy Effective Date	