



Collection Policy

The health and safety of children is paramount.

In order to protect the health and safety of both children and adults in the nursery, the nursery will follow these precautions:

- Parents must complete a 'Child Collection Form' which names all persons who may collect their child. The form details whether the collection can be with or without permission on the day.
- If staff are aware that a new person is collecting, but are not familiar with that person, they must ask for both photographic identification and the password that has been previously arranged with the parents.
- Any person who is not on the 'Child Collection' Form is not allowed to collect children from the nursery. Emails and phone calls are not to be accepted as additions to the 'Child Collection Form'.
- If a person arrives at the nursery and the staff have not been previously made aware that someone other than the parents are coming to collect the child, staff must not allow the child to leave the building. A staff member must remain with the person and management must be informed immediately.
- Management must then check the person's status, contacting parents, checking ID, passwords and the Child Collection Form.
- Parents may remove any persons from their child's collection form at any time by informing the office in writing. If parents inform staff that a person is to be removed from their child's collection form, staff must direct the parents to contact the Management Team immediately to confirm this in writing.
- When there are disputes between parents of a child, with regards to collection arrangements the nursery must consider parental responsibility. Persons with parental responsibility are usually named on the child's birth certificate unless there is a later legal document in place which overrides this. Parents must provide all documents to the nursery in these circumstances.
- Staff must not allow any persons to collect a child in our care if that person is incapable of caring for that child (for example drunk, emotionally disturbed, not age appropriate, or the child has made a disclosure about this person). In this case, the manager must be consulted.
- Students, new staff and unqualified staff must be supported by a qualified member of staff during collections.
- Passwords must be kept strictly confidential.

