Tots 2 Toddlers

Child Collection

Intent of Policy:

Tots 2 Toddlers has a responsibility to ensure that all children are safe and that they leave the premises with a responsible adult, capable of being responsible for the child.

Implementation of Policy:

Collection:

* Children must be collected by the end of their session, if not, a late collection charge may be made.
* Collectors must inform the nursery if they will be late collecting if this is possible.
* Only adults who are legal guardians or on the emergency contact list completed on the ‘All About Me’ form will be able to collect the child.
* Passwords must be in place to ensure that all new collectors are allowed to collect the child, and ID must be shown the first time the new collector comes to the nursery.
* In the case that the parents cannot be contacted, and the password is wrong / unknown the child must not be released.

Uncollected Children:

In the event of a child being left or not collected from nursery by the allocated time the following steps will be taken:

* Staff will attempt to contact the parent/carer.
* If unsuccessful, staff will then telephone the emergency contacts.
* Your child will be reassured and cared for throughout this period.
* Every attempt will be made to ensure that the child is collected but if after 1 hour of closure of the setting, the issue has not been resolved, then staff will contact Social Services.

Your child would then be cared for by Social Services and a note giving their contact details will be left on the main door of the nursery building

Drink and Drugs:

* Where a parent/carer arrives to collect a child, a member of staff suspects that he/she is under the influence of alcohol or drugs, the member of staff will refuse entry into the nursery and will report their concerns to the manager.
* The managers will discuss the concerns with the parent/carer, and should she feel the person is incapable of taking responsibility of the child she will refuse to release the child into his /her custody.
* The manager will then call the emergency contact listed on the registration form

and ‘All About Me’

* If the situation cannot be resolved in a reasonable manner, then the police will be called.  
  The Nursery is obliged to report anyone they feel is incapable of driving a vehicle and are a danger to others.
* If the police are called the manager will automatically involve Social Services, by calling children’s services.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |