

## Collecting child policy

### Statement of intent

The Nursery asks parents/carers to be aware of the need to be prompt when picking up their child from nursery and to consider the security and well being of all children in the placement during their time at nursery.

### Aims

To provide comprehensive guidelines and written information and to promote awareness in order to achieve the statement of intent.

### Method

- We inform parents/carers in the nursery welcome letter of the importance of being on time when collecting their child.
- We ask that parents/carers consider the implications that late collection has on their child and the staff at 6pm when the nursery closes.
- We ask that parents/carers inform the nursery as soon as possible if there is to be any change in the arrangements or time for picking up their child to ensure the least disruption to the nursery and the child's welfare.
- Parents/Carers are advised via the registration form to provide a password if another adult is collecting their child. The parent/carer MUST inform the nursery every time someone else other than themselves or an authorised collector/emergency contact is collecting. In the event that nursery is not informed staff are NOT allowed to let your child leave with anybody who has not already been specified as an emergency/authorised collector on the registration form or added in writing thereafter. The only exception to this will be if the parent/carer can be contacted on a previously verified phone number and they give their permission. It is, therefore, important to ensure that your contact details are always kept up to date. Additionally, if parents/carers become estranged after the agreed authorised collectors/emergency contacts has been agreed the nursery must have the consent of BOTH parents in writing to add any additional people. If in the event that a parent/carer becomes temporarily or permanently denied access (legally) to their child then the consent of the other parent/carer will suffice.
- We will not allow children to leave with anyone we consider to be too young or under 18
- We explain the relevance of staff to child ratios and how this could be affected by inadequate time keeping
- We inform Parents/Carers that if a child has not been collected by 6pm and the nursery has not been notified as to why, the nursery will:  
Endeavour to reach any authorised collectors and emergency contacts In the event that no one is contactable the non-collection of children policy is implemented.

This policy was re adopted at a meeting of Harwich Connexions Noah's Nursery

Held on 3rd October 2014



Review date October 2015

Re adopted October 2016

Review date October 2017

Signed on behalf of Harwich Connexions Noah's Nursery

*Zoe Orr*.....Nursery Manager

This policy was re-adopted	Signed on behalf of the nursery	Date for review
31 <sup>st</sup> Jan 2017		31 <sup>st</sup> Jan 2018
31 <sup>st</sup> Jan 2018		31 <sup>st</sup> Jan 2019