

# **CYLCH MEITHRIN TEDI TWT**

## **LEAVING AND COLLECTING CHILDREN POLICY**

Cylch Meithrin Tedi Twt will follow this policy, adapt it as required, and review it on an annual basis.

The Leader of Cylch Meithrin Tedi Twt will ensure that each member of staff understands this policy.

Cylch Meithrin Tedi Twt will ensure that parents and carers are aware of this policy by taking the following steps:

(Note how you will share this information, e.g. display the policy on the Cylch Meithrin's website; put the policy in the parents' handbook, place a copy of the policy in an entrance hall or a place where it will be easily seen; draw parents' attention to the policy during open evenings/ mornings. This is not an exhaustive list.)

- 1 Information on updated policies will be shared on our social media sites
- 2 Policies will be placed in the entrance where people are able to view them
- 3 Policies will be emailed out at the start of term to all new parents and as and when changes are made

**REVIEWED BY**

**DATE**

(Name)

(Signature)

(Date)

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*(It is suggested that you review your policy annually and notify CIW, where appropriate, of any changes you make.)*

## LEAVING AND COLLECTING CHILDREN POLICY

### Aim

The aim of the Cylch Meithrin is to implement arrangements that every child that is left at and collected from the Cylch Meithrin is completely safe.

### Principles

Ensuring that the Cylch Meithrin has safe and effective procedures in place to leave and collect children is an essential part of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

- Article 3:** All organisations concerned with children should work towards what is best for each child.
- Article 12:** Children have the right to say what they think should happen when adults are making decisions that affect them, and to have their opinions taken into account.
- Article 19:** Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.

### Code of Practice

The Cylch Meithrin will:

- keep a record of every individual that is permitted to collect the child on a CP1 form (Child Collection Form).
- ensure that the child's parents/ carers/ guardians provide a picture of every individual that is allowed to collect the child from the Cylch Meithrin.
- emphasise to parents/ carers/ guardians when a child starts at the Cylch Meithrin that their child will not be allowed to leave with anyone that is not listed on the CP1 form.
- inform the parents/ carers/ guardians collecting the child that any changes to the collection arrangements must be made in writing to the Leader.
- inform the parents/ carers/ guardians collecting the child they must inform the Cylch Meithrin if there is any reason that the child will not be collected on time.
- in exceptional circumstances, and at the discretion of the Leader, an arrangement can be made for collecting a child using a password permission system.
- any inconsistency in the arrangements for collecting the child will be discussed with the parents/ carers/ guardians and a record of any problems
- will be kept in the incident book. The Leader will discuss the matter with the Committee.

- inform the parent/ carers/ guardians that it is their responsibility to hand the child over to a member of staff.
- take responsibility for handing the child over to whomever is collecting them thereafter the responsibility for the child is transferred back to the parents/ carers/ guardians.

### **Uncollected Child Procedure**

If a child is not collected within quarter of an hour of the Cylch Meithrin closing, the policy is to contact the person that is supposed to collect the child on that day, and then contact the other persons noted on the CP1 form.

If the child is not collected within half an hour, and no information has been received from the parent/ carer/ guardian, the Social Worker on duty at the Local Authority will be contacted.

If the Cylch Meithrin must contact the Social Services regarding the uncollected child, they will also inform CIW.

The Cylch can raise a fee for every quarter of an hour of care received after the setting is closed.

If a disagreement with the parents/ carers/ guardians develops into a legal matter, the Cylch Meithrin will contact the Support Officer for guidance on how to proceed.

### **Associated Policies**

Child Protection Policy

Compliments and Complaints Policy