**Collection Policy**

The main doors to the nursery remain closed and locked at all times to promote security. Registration forms inform the nursery staff who is authorised to collect a child. Additional names may be added to the form and ideally the named person must be introduced to staff. If a personal introduction is unable to take place, then the authorised person must bring photographic identification to add to the registration file along with a secret password and/or personal information such as car registration.

Persons authorised to collect a child must be over 16 years old

If staff are ever in doubt then telephone contact will be made with the parent to confirm identity. On no account will a child be permitted to leave the building without authorisation from the parent/carer.

**Failure to collect a child**

In the event of a child remaining uncollected from the nursery at closing time, then staff will make every effort to contact parents and named emergency contacts.

If contact cannot be made, then staff will contact the manager who will relieve staff of their duties.

If after a reasonable amount of time the child remains uncollected the manager will contact somerset direct.

**Lost child**

In the event of a child becoming lost whilst on the nursery/site premises all staff should be alerted. Children attending the nursery should be re grouped enabling a senior member of staff to search the premise firstly inside then the grounds and car park outside**.**

If after a reasonable amount of time the missing child is not found it is the role of the manager to make, contact with the police and child's parents in that order. It may be necessary to arrange the collection of all the other children from the building.

The same procedure should be followed if the child goes missing while on outing. Contact with the nursery should be made and additional support should be requested from appropriate adults. (For example, in the garden centre/library- alert staff for support)

Reviewed October 2024