

# ST ALBAN'S PRE SCHOOL

## CHILD COLLECTION POLICY

### Procedures

- When a child joins the Pre-school a list of contact details will be obtained from the parent/guardian. These details state who will normally drop off/pick up the child and any other individual authorised to pick up the child on a regular basis e.g. grandparent, child-minder. Where possible, the parent will be encouraged to introduce these people to the staff before they first collect the child alone.
- If appropriate the parent/carer should provide the Pre-school with information about people who do not have legal access to the child.
- If the child is dropped off by the usual carer and the same person will collect the child, no further details need to be given.. If a different person (other than a named carer) is to collect the child, a staff member should be informed and details of the person collecting should be passed to the Head of Pre School.
- Parents will be asked to provide a password, to be used when anyone other than the usual collector of the child from Pre-school picks up. This password will be kept in the child's file locked in the filing cabinet in the office and staff will ask for it before releasing the child at the end of the session.
- If during the course of a session the parent/carer realises that they are not going to be able to collect their child as planned they should telephone the Pre school with the details of who will collect the child in their absence. In these instances, where the person collecting is not known to the Pre School, the Manager will use the password system.

Child's Name .....

**PASSWORD** .....

**Signed** .....

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	23 June 2022	<i>(date)</i>
Date to be reviewed	23 June 2023	<i>(date)</i>
Signed on behalf of the provider	<i>Elaine Mercer</i>	
Name of signatory	Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	Head of Pre School	