LITTLE CRICKETS AT PARK SCHOOL - COLLECTION OF CHILDREN POLICY

This policy covers children in the Nursery. There is a separate policy covering children in Reception to Year 6.

1. INTRODUCTION

1.1 In order to ensure the children in the care of Little Crickets at Park School are safe and secure, and handed over to the correct parent or carer at the end of the session, the following procedures have been put in place. In the event that a child is not collected at the end of the session, agreed procedures (detailed below) will be put into practice. These procedures ensure that the children are safe and secure at all times, and that the child is cared for by an experienced and qualified practitioner who is known to them.

2. GENERAL PROCEDURES

2.1 Parents/carers of children starting at the Nursery are asked to provide specific information which is recorded on our Registration Form and Confidential Pupil Information form, including:

- Home address and contact telephone number
- Place of work address and telephone number
- Mobile telephone number for both parents (Where applicable)
- Contact details are gathered for two emergency contacts. A secure password is agreed on the day should someone unknown to the Nursery, for example a child minder or grandparent be collecting.

2.2 Parents/carers are asked to notify the nursery if someone other than the parents will be collecting their child and to notify the Nursery if this changes during the day. We will either agree verbally or via a phone call/blossom correspondence with parents how the identification of the person who is to collect their child will be verified. These change and parents give this to Nursery staff on each occasion.

2.3 Parents/carers are regularly asked to update their contact information and staff will prompt parents if they know there has been a change in situation, for example moving house.

2.4 Parents/carers are told that if they are not able to collect their child as planned, they must inform the Nursery so back-up procedures can be put into place. Parents/carers are provided with the Nursery/School telephone number.

2.5 If someone comes to collect the child that is unfamiliar or hasn't been pre-arranged, staff will contact the parents for permission before releasing the child. If the parents cannot be contacted, the emergency contact will be used.

3. PROCEDURES FOR UNCOLLECTED CHILDREN.

3.1 If a child is not collected at the end of the session, the staff will follow these procedures:

- Check the register for any changes to the normal collection routines/booked sessions.
- Attempt to contact the parent/carer with all reasonable effort.
- If unsuccessful, contact the emergency contact named in the information given by parents/carers.
- Remain on site with the child with at least one other member of staff.
- Inform a member of the Senior Leadership Team (the Headteacher or Nursery Manager or Pastoral lead).
- The DSL or Deputy DSL will decide at which point it is appropriate to contact either Social Care or the Police.

3.2 Depending on the circumstances, we reserve the right to charge parents for the extra hours worked by staff.