



Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

COLLECTION OF CHILD POLICY

At Humpty Dumpty Pre-School we aim to ensure all children are safely collected by an appropriate and designated adult.

Humpty Dumpty Pre-School's routine is designed to support a smooth and safe transition from Pre-School to home and we ask that parents/carers support staff in achieving this safe transition. At the end of the session the children stay sitting on the carpet with a member of staff supporting them until their parent/carer has arrived to collect them. Staff will reassure and support the children whilst they are waiting to be collected. If a parent/carer is late the child will continue to be supported by a member of staff until their parent arrives. A designated member of staff will unlock the main door and note the parent/carers collection times on the register as they arrive. This staff member will remain standing by the outer door ensuring each child goes out accompanied by its designated carer.

Staff must be informed if someone other than the usual parent/carer is collecting the child. The parent/carer must fill in the 'collection arrangements record' and sign to confirm who will be collecting their child. Staff should ideally know this person, if not, a photograph will be necessary or alternatively an appropriate password provided. Upon collection this adult is also required to countersign the 'collection arrangements record'. This process needs to be completed every time someone other than the parents or main carer collects the child unless it is a regular arrangement. If it is to be a regular arrangement the main carer can send in a letter advising us that the known person will be collecting their child regularly on these particular days.

If someone unknown to the staff brings a child in, Staff will ascertain their relationship to the child and what the collection arrangements will be.

If, in an emergency, an unknown person will be collecting a child, parents must inform staff as soon as possible. Parents must give a description of the person to staff and inform them of a password to be used. When the person arrives to collect the child staff will ensure they show some form of identification and give the password for the child.

In the case of separated parents the 'Collection arrangements record' needs to be signed if the main parent is not picking up their child. Please be aware that if both separated parents have legal responsibility for the child we cannot refuse either parent the right to collect their child, unless we have official documentation declaring otherwise, this is the law. However we will always endeavour to immediately contact the main carer. It is the parents' responsibility to inform staff, in writing, of access arrangements concerning their child.

It is important that when people, unfamiliar to the staff, come to collect a child they make themselves known to the staff at the door first, before they enter the hall to collect the child.

This policy was adopted by Nikki Harris for Humpty Dumpty Pre-School on Wednesday 6th August 2014. It was reviewed and updated on Friday 30th June

Signed: Chairperson Date: