

St Barnabas Pre-School Collection policy.

Policy Statement

St Barnabas Pre-School has a duty of care to its children and parents to ensure that collection of children is made only to adults authorised to do so, is at the agreed time and within normal pre-school opening hours. Late collection causes additional overhead costs for the pre-school, inconvenience for staff and potential unnecessary distress to the child.

Policy Procedure

Children MUST only be collected by a known person who is authorised to collect that child.

Children can only be collected by an adult aged 18 years and over, accept when the person under 18 years of age holds parental responsibility for the child.

Collection by a person unknown to pre-school.

During the admission process parents can add a collection password to their admission form. The password can then be given by the parent/carers to another adult if they want to give them authority to collect their child from the setting.

Collection by another adult is only permitted with the prior explicate consent of a person with parental responsibility for the child.

Prior to collection being allowed the correct password must be given,

St Barnabas Pre-School, at their discretion, may ask for a valid form of ID to be shown.

Late collection.

Although we appreciate that occasional lateness can be unavoidable, the management have discretion to charge costs of staffing to the person with parental responsibility for the child following late collection.

If parents/carers knows that they will be late to collect their child they should inform the preschool by telephone as soon as possible.

If a child remains uncollected at the close of pre-school the duty manager and at least one other member of staff will remain with the child at preschool.

Late collection, over 10 minutes, must be recorded in the daily diary.

Uncollected children.

When a child is not collected at the end of their session the following procedure will be followed:

- Once 10 minutes has passed a staff member will attempt to contact the parent/carers and listed emergency contacts via telephone.
- Telephone contact will continue to be attempted at 10-minute intervals.
- After 30 minutes has passed, if no contact has been made, Social Care will be informed.

A Cause of Concern form must be completed as a written record of uncollected child.