

Policy Adopted	August 2001
Policy Reviewed	Refer to table at front of policy file
Approved by	Senior Management Team

## **COLLECTION OF CHILDREN POLICY & PROCEDURE**

### **Policy**

We will not allow children to be collected by anyone other than specified by the parent/guardian

We will endeavour to ensure the safety of children at all times.

Anyone arriving to collect a child without prior notice will not under any circumstances be able to take that child.

### **Procedure**

1. During registration of a child the consent form is to be signed and returned to the setting detailing all possible collectors of the child with clear photographs for the file. No one under the age of 16 years will be permitted to collect the child, with the exception of this being the child's parent.
2. Parents/ guardians are to inform setting staff if any of their allocated people will be collecting each day.
3. In cases of divorced or separated parents, who both have legal guardianship of their child, we cannot prevent either parent taking their child unless there is a Court Order preventing this.
4. In the event of a child being in foster care with many people collecting, we will require names, photographs and ID of all people collecting as notified by the Foster carer or Childrens Services.
5. Parents/guardians can inform the setting of another individual collecting their child by telephone. Details of this person will be sought from the parent/guardian, e.g. name, description and a password will be requested.
6. Should an adult arrive to collect a child without prior notice, setting staff will endeavour to contact the parent/guardian or any other emergency contact to ascertain permission.