



**Greenfield**  
Pre-School

# **GREENFIELD PRE-SCHOOL CHILD COLLECTION POLICY**



## **CHILD COLLECTION POLICY**

This policy supports the school's safeguarding commitment to protect children and should be read in conjunction with the Greenfield Primary School Safeguarding policy.

This policy is a statement of the procedures followed at Greenfield Pre-School for the collection of children, to ensure their safety. Separate procedures for collection of children in Greenfield Primary School are detailed in The Start and End of Day policy and do not apply in Greenfield Pre-School.

No children will be released from our care if staff are not informed of the person collecting the child.

### **Admission Information**

When children start at Greenfield Pre-School, parents are asked to fill in information about their child.

### **Pick up form**

In order to safeguard every child at Greenfield Pre-School, written permission must be given for named persons to collect a child at the end of the day. When a child starts at Greenfield Pre-School parents/carers will be given a Pick up form (Appendix A) to complete so the staff know who is collecting the child each day.

Parents will be asked to provide a list of people who are authorised to collect their child.

It is helpful to nominate grandparents, relatives or friends who can collect a child in an emergency or if parents/carers are delayed. Persons authorised to collect children are encouraged to make themselves known to the pre-school staff.

Parents should advise the school immediately of any changes to the list so it can be updated and any changes to collection arrangements.

### **Password**

Parents are asked for a memorable password, which is retained. Parents are asked to give the password only to the people they wish to collect their child.

### **Suitable People/Identification of Individuals**

- It is the policy of the school that no person under the age of 18 years can collect a child. In exceptional circumstances we may permit a sibling of 16 years and above, please speak to the pre-school in this instance.
- If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff

must inform the safeguarding lead who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then social care or the police will be contacted.

### **Late Collection/Uncollected Children**

In the event of a child not being collected at the end of a session, the pre-school wishes to cause as little distress as possible to the child and to the family. At the same time, the school needs to ensure the health and safety of the child is not put at risk.

If a child is not collected at the end of a session, the procedure will be as follows:

1. The register will be checked for any information regarding collection of the child
2. If no information is available, attempts will be made to contact parents/carers at home or at work as appropriate.
3. If above is unsuccessful, attempts will be made to contact alternative contacts numbers on the registration form.
4. Attempts will be made to contact the parents/carers in any other reasonable way e.g. another parent.
5. If staff are in any doubt about the safety of the child, the child will remain in the care of the pre-school. There will be two members of staff with the child at all times.
6. If none of the above procedures are successful, Social Services may be contacted by a member of the senior leadership team.

### **Relationship breakdown of parents / guardians**

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or carers breaking down.

1. Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to legally deny access.
2. Should a parent of concern ask to access their child, we will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait.
3. If there is concern about violent or aggressive behaviour from either parent, we will seek advice from the police and follow their recommendations.

Any queries regarding this policy should be directed to the pre-school office.

**APPENDIX A**

**Greenfield Pre-School**

**Pick up form**

Dear Parents/Carers,

It is a legal requirement that in order to safeguard your child, written permission must be given for named persons to collect them at the end of the session. Please fill in the form below, naming all people who may collect your child, either as a matter of course or in an emergency.

Please note; you may amend or add to this list at any point.

Child's name:..... DOB.....

I..... Parent/carer of named child

**I give permission for the persons named below to collect my child from Greenfield Pre-School at the end of their session. Please choose a password below, this will be required when someone other than the usual person collects your child.**

Name	Relationship to child
<b>PASSWORD:</b>	

Version	Date	Comment
V2	Date created:25/4/2022 Review date: April 2022	A Gordon