

# Collection Procedure

To ensure that children in our care are collected by authorised adults only, the following procedures must be adhered to:

- When a child is first registered at the nursery, a child details form must be completed detailing those adults who have parental responsibility and any other responsible adults (over 16 years) who are authorised to collect the child. This must be updated by the parents if there are any changes to these arrangements and staff must be kept informed. Parents must inform the staff who will normally be collecting the child and always inform them if someone else is going to collect the child, giving them a description and assigning a password.
- If an unknown or unauthorised person arrives to collect a child then under no circumstances must you release the child to them even if the correct password is given. Contact the parents/carers immediately to inform them that you cannot release the child. If required contact the police if the unknown person is suspected to be an intruder (follow the Intruder Procedure)
- If a known person arrives to collect a child but is not the normal person who collects and you have not been informed that are collecting the child that day, then you must first contact the parents to check the child can be released, ensuring they give you a description and password.
- If a known person arrives to collect a child but is not in a state which you deem suitable to care for a child (e.g. acting violently or under the influence of alcohol or other substances) then you must not release them. Call another authorised person to come and collect the child.
- In the event of disputes between parents that have not been through the courts, we cannot prevent the child from being collected by one of the parents. The other parent must be contacted to inform them that their child has been collected. The child's best interest and welfare are of paramount importance and every effort should be made to avoid distressing scenes in front of the child. A Working in Partnership meeting should be held with both parents to come to a mutual arrangement.
- In the event that there is a court order in place to prevent access by a parent then we will adhere to this and place a copy on the child's file. The Central Office Safeguarding Team must also be made aware of the situation.

## Late collection

Should a child not be collected by the end of the day and you have not been notified of any reason for the delay then you must follow the following procedure:

- After 15 minutes make contact with the parent to find out why they are delayed
- If they are not available try to contact the other nominated adults authorised to collect
- If you have been unsuccessful in making contact with any of the authorised adults after 60 minutes, you must contact your ROM or the Nursery Operations Director to discuss the escalation procedure and its implementation including contacting the Duty Officer at Children's Social Care.