

Child Collection Policy & Procedure



Grassroots

Day Nursery

Your child's gateway to great things ahead

Purpose

To keep our children safe with a clear and simple procedure and lines of responsibility.

Answering of secure doors

- Only permanent, qualified members of staff may answer/open any secure door (internal room doors or front door to building).
- All persons must be identified before being admitted.
- If the caller is unknown, they will be politely asked to wait while a senior member of staff is requested to identify them or determine their business with the nursery.
- Access to callers via the front door to building will 'usually'* be by a senior member of staff on duty in the office who can identify the caller. *There may be instances when a supernumary senior member of staff is otherwise engaged/ not on duty in the office, whereby a permanent member of staff must physically leave the play room in which they are working and answer/open the front door to known callers.
- Once in reception foyer, the caller must buzz to request access via the internal secure door to gain entry into the play room the child attends (Butterflies or Barn Owls).
- Barn Owls (play) room - Everyday one member of staff will be nominated to monitor the internal room door. They will not engage in conversation with parents or give handovers but purely monitor anyone leaving the Barn Owls room. This staff member will also mark every child out on the iConnect register at time of departure.
- Barn Owls (play) room - During peak collection/drop off times only (7.30am-8.30am, 12.45pm-1.15pm, and 5pm-6pm) low fence panels will be placed in front of the coat pegs to prevent children from gathering near the door.
- During peak collection/drop off times only (7.30am-8.30am, 12.45pm-1.15pm, and 5pm-6pm); supernumary senior staff allowing, will be in the reception area to monitor anyone leaving or entering the building.

It is the responsibility of all staff to carry out the procedures for internal and external doors as agreed. All staff are responsible for monitoring internal doors at all times, even when leaving the play room personally to use the bathroom/visit the office. Staff are able to re-enter using the biometric entry system on internal doors.

Authorised collectors

Each child must have at least two authorised collectors, details of which will be outlined on the child's registration form. Parents are requested to preferably first introduce authorised collectors to staff or give a detailed description or photograph along with a password for the collector to identify themselves.

A child will not be handed over to a different person unless the parent has informed us this will be happening or, in an emergency, if the parent rings the nursery and speaks to the manager or person in charge.

If, for any reason, permission has not been obtained and a family member or friend comes to collect a child, contact will be made with the parent/guardian before the child is allowed to leave.

Persons prohibited from collecting children

All staff should be aware that some parents or carers may be legally prohibited from certain forms of contact with their child (e.g. unsupervised). In such circumstances staff will be informed of the child and restrictions. If the prohibited person should call at the nursery, they must not be granted access and a senior member of staff must deal with the situation, ensuring that no contact is permitted. The child's main carer must be informed immediately of such an incident. Parents should be aware that unless there is a legal restriction, we are unable to refuse a legal guardian, whom we know, to collect their child.

Policy/Procedure Name: Child Collection	Version: 2
Publication Date: February 2020	Date for Review: Feb 2021
Signed:	(Proprietor)
Signed:	(Manager)