

HANHAM TODDLERS PRE-SCHOOL

Title	Child Collection	Reference	P2-5
-------	------------------	-----------	------

1.0 Policy

- 1.1 The Pre-School has an obligation to ensure that each child is returned to their relevant authorised Parent/Carer and to remain with any uncollected child or children until they are collected.
- 1.2 The Pre-School shall not release any child to an unauthorised person under any circumstances.

2.0 Scope

- 2.1 This procedure defines the process to be followed for the collection of children at the end of each Pre-School session or in the event that a child is not collected.

3.0 Referenced Documents

Statutory Framework for the Early Years Foundation Stage
P2-24 Safeguarding

4.0 Definitions

The Pre-School: Hanham Toddlers Pre-School

Authorised Person: a Parent/Carer or nominated person

Unauthorised Person: anyone who has not been identified by a child's Parent/Carer to the Pre-School to be permitted to collect the child.

Collection Record: the record of alternative, nominated people who are permitted to collect a child from Pre-School, completed by a child's Parent/Carer.

Approved	Print Name	S Rouch	Position:	Manager
	Signature	Signed copy held in Master Procedure Manual	Date:	23 February 2023
Authorised for Issue	Print Name	K Ricketts	Position:	Chair
	Signature	Signed copy held in Master Procedure Manual	Date:	9 February 2023
Issue:	4	Date:	February 2023	Page 1 of 5

Title	Child Collection	Reference	P2-5
<p>5.0 Procedure</p> <p>5.1 <u>Contents</u></p> <p>5.1 Contents</p> <p>5.2 Introduction</p> <p>5.3 Collection</p> <p>5.4 Planned Alternative Collection</p> <p>5.5 Unplanned Alternative Collection</p> <p>5.6 Unauthorised Collection</p> <p>5.7 Late Collection</p> <p>5.2 <u>Introduction</u></p> <p>5.2.1 When children are collected, at the end of each session, the Group Leader shall always satisfy themselves that the person collecting any child is either authorised or nominated.</p> <p>5.2.2 A summary of the authorised and late collection requirements shall be included in the Prospectus and the Parent/Carer pack.</p> <p>5.3 <u>Collection</u></p> <p>5.3.1 Collection by an authorised adult is especially important as, in certain circumstances, a child may not be permitted to come into contact with particular family members. A register of these children and the particular family members shall be kept by the Manager and relevant staff shall be made aware of the detailed contents.</p> <p>5.4 <u>Planned Alternative Collection</u></p> <p>5.4.1 When circumstances arise such that it is necessary for a different person from usual, (including those previously unknown to the Pre-School), to collect a child, the Parent/Carer bringing the child to the Pre-School session is required to notify the relevant Group Leader and complete a signed entry in the Collection Record, located in the child's classroom. The following information is required to be entered in the Collection Book:</p> <ul style="list-style-type: none"> • The date • The child's name • The date on which the nominated person is to collect the child • The name of the nominated person • Signature 			
Issue: 4	Date: February 2023		Page 2 of 5

Title	Child Collection	Reference	P2-5
<p>5.4.2 When the child is collected from the Pre-School, the Group Leader shall satisfy themselves regarding the identity of the person collecting the child from that session, including obtaining the child's unique identifying password.</p> <p>5.5 <u>Unplanned Alternative Collection</u></p> <p>5.5.1 When circumstances arise such that it is necessary for a different person, (including those previously unknown to the Pre-School), to collect a child, than who was planned when bringing the child to the session, an authorised person is required to telephone the Pre-School Manager or child's Group Leader to state as such, quoting the child's unique password. When this situation occurs, the following information shall be obtained:</p> <ul style="list-style-type: none"> • The name of the caller • The child's unique password • The name of the nominated person • A physical description of the nominated person <p>5.5.2 When the nominated person arrives to collect the child from the Pre-School, the Group Leader shall satisfy themselves regarding the identity of the person collecting the child from that session, including obtaining the child's unique identifying password.</p> <p>5.6 <u>Unauthorised Collection</u></p> <p>5.6.1 In the event that a different person arrives to collect a child either at the end of a session or part way through, (also refer to the Child Protection procedure P2-4), and the Parent/Carer has not informed the Pre-School, the Manager or Group Leader shall confirm the identity of the person by contacting the Parent/Carer, using the contact details on record in the individual class registers, to obtain permission prior to permitting the child to leave. Prior to contacting the Parent/Carer the following information shall be obtained:</p> <ul style="list-style-type: none"> • The name of the unauthorised person • A physical description of the unauthorised person <p>5.6.2 Every effort shall be made to keep the child in the classroom throughout the period whilst the unauthorised person's identity is confirmed with the child's Parent/Carer.</p> <p>5.6.3 If the Parent/Carer denies the unauthorised person permission to collect the child, the child shall remain in the care of the Pre-School until the Parent/Carer arrives.</p> <p>5.6.4 If contact cannot be made with the child's Parent/Carer, the child shall remain in the care of the Pre-School until either contact is made or the Parent/Carer arrives. If necessary, the actions of paragraph 5.6.3 shall be followed.</p>			
Issue: 4	Date: February 2023		Page 3 of 5

Title	Child Collection	Reference	P2-5
<p>5.7 <u>Late Collection</u></p> <p>5.7.1 In the event of a child not being collected, the Pre-School Manager or Group Leader shall try to contact the Parent/Carer in the first instance, or alternative contacts, using the contact details recorded in the individual class registers.</p> <p>5.7.2 If the child has not been collected after 30 minutes following the end of the Pre-School session and no contact has been made with the Parent/Carer, the Pre-School shall then inform Social Services so that temporary care can be arranged.</p> <p><u>South Gloucestershire Social Services Contact Details:</u></p> <p>Children's Assessment Team, available:</p> <p style="padding-left: 40px;">Monday – Thursday 0845-1700 Friday 0845-1630</p> <p style="padding-left: 40px;">Telephone: 0 145 486 8008 or 0 145 486 8009</p> <p>Emergency Duty Team, available:</p> <p style="padding-left: 40px;">Outside normal hours (above)</p> <p style="padding-left: 40px;">Telephone: 0 145 461 5165</p> <p>5.7.3 The Manager shall continue to try and make contact with the Parent/Carer. As a last resort a visit shall be made to the child's home address to leave details of the action taken.</p> <p>6.0 Amendment Record</p> <p>Issue 2: Inclusion of Section 6 – Amendment Record Insert new Paragraph 5.2.2</p> <p>Issue 3: Replace C Gibbs with L Sims as Chair Insert reference to <i>Statutory Framework for the Early Years Foundation Stage</i> in Section 3 Amend telephone number in Section 5.7.3</p>			
Issue: 4	Date: February 2023	Page 4 of 5	

Title	Child Collection	Reference	P2-5
<p>Issue 4:</p> <p>Section 3 – replace P2-4 Child Protection with P2-24 Safeguarding</p> <p>Update name of Manager and Chair in signature block</p> <p>Section 4 – replace Collection Book with Collection Record</p> <p>Paragraph 5.4.1 – replace Collection Book with Collection Record slightly reworded</p> <p>Paragraph 5.5.1 – remove reference to the address of the nominated person</p> <p>Paragraph 5.6.1 – remove reference to the address of the nominated person</p> <p>Paragraph 5.7.1 – remove and renumber remainder of Section</p> <p>Paragraph 5.7.2 – remove the term MINIMUM and include additional Children’s Assessment Team telephone number</p>			
Issue: 4	Date: February 2023	Page 5 of 5	