

2.10 Child Collection Policy



Child Collection Policy

This policy is a statement of the procedures followed at Tiddley Tots Nursery for the collection of children, to ensure their safety. No children will be released from our care if staff are not informed of the person collecting the child and if that person does not have the collection password for the child.

Admission Information

When children start at Tiddley Tots Nursery, parents are asked to fill in information about their child. Details are completed about the people who will be collecting their child. This information is then filed and used to identify the designated person(s).

Password

Parents are asked for a memorable password, which is also filed. 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 nursery that no person under the age of 16 years can collect a child. 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 General Manager 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.

Relationship breakdown of parents / guardians

The nursery has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down. Unless there is a court order, of which the nursery must have a copy, preventing one parent's contact to the child we are unable to legally deny access. Should a parent of concern ask to access their child, we will contact the first parent to come to the setting as soon as possible, explaining this procedure and asking the second parent to wait. If there is concern about violent or aggressive behaviour from either parent, we will seek advice from the police and follow their recommendations.

Failure to collect a child

Please refer to the Late Collection and Uncollected Child Policy on the link below:

<https://tiddleytotsnursery.com/wp-content/uploads/2021/01/2.4.-Late-collection-and-uncollected-child.pdf>