

King Henry VIII Preparatory School

Early Years Child Collection Policy

1. Children are collected from the Nursery building via an intercom door release at entry to the building. Reception are collected from their classrooms except RF who are collected from the RC or the Year 3 entrance.
2. The person collecting the child must be a suitable known adult of 18 years and above.
3. A child will not be handed over to any person under 18 years or any person not known to staff.
4. If a child is to be collected by another person the parent must inform the staff and a password is used. A name and description is also required to enable staff to identify person collecting.
5. If staff have not received notification of a different person collecting a child, then a telephone call will be made to parent(s) to obtain permission for the child to be handed over.
6. Parents are required to give details of all persons collecting children from Nursery, Aftercare or Playclub.
7. All staff should be aware that some children are not allowed to come into contact with members of their own family. In such circumstances a register is kept of each child and the names of those family members with whom a child is forbidden contact. If one of these family members should call at the Nursery they must not be granted access and an authorised person must deal with the situation and ensure that no contact is permitted. The child's primary carer should be informed of the incident immediately.

Late Collection Procedure*

1. Allow 5 minutes for parent/carer to arrive or contact Aftercare.
2. If no contact has been made within this time, attempt to contact the parent/guardian.
3. If contact cannot be made, wait another 15 minutes.
4. Attempt to contact alternative emergency contacts (relatives/friends).
5. Should we be unable to contact anyone to collect child, the Local Safeguarding children's Board should be informed after an hour.
Tel: 024 7683 3443
6. A late collection form must be completed.

***N.B. This will apply to Aftercare.** Children who are not collected at the end of the Nursery day or Reception will be sent to the Aftercare Club.

October 2015

Review date October 2016