



Collection of Children Policy

- Children are only to be collected by adults named on their registration form unless we have been informed in advance by the parent/carer. These adults are introduced to the pre-school staff where possible
- Pre-school requires the contact details of at least two adults who can be contacted during the time your child is at pre-school
- Children are only to be collected from pre-school by a person over 16 years of age
- Parents/carers must keep the setting up to date with contact details including who is able to collect their child from the setting and who to contact in case of emergency
- If the parent/carer requires another person, other than those named on the registration form, to collect a child, parents/carers will inform pre-school when the child is dropped off so that a password can be given
- In the case of an emergency the password can be given over the telephone but only to the child's parent. Without the password a child will not be handed over
- A parent/carer is contacted if someone arrives unexpectedly to collect the child. The unexpected person is not let into the building until the parent has confirmed they are ok to collect
- Parents/carers with parental responsibility are legally able to collect their child unless there is a court order in place restricting this. If an absent parent arrives to collect a child, staff will try and delay this if it is safe to do so, and not let them into the building while the other parent is contacted by phone.

This policy was reviewed by Kingsdown Pre-school on 11 April 2022. It will be reviewed annually or sooner if needed.

Signed on behalf of Kingsdown Pre-school A.Bridges
Chairperson of Kingsdown Pre-school Committee