



### Collection of children

All children must be collected by their parents/carer at all times. If parents/carers are unable to collect their child/ren for any reason, they are asked to inform the nursery as to who will be collecting their child/ren, a description, or a photo of this person, they are also requested to bring with them some form of identification. Parents/carers are also required to give the person collecting their child their password.

If a parent/carer fails to inform the nursery that somebody else will be collecting their child/ren, then the nursery will endeavour to contact the parent and gain their permission before the child is released into their care.

**UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED FROM THE CARE OF THE NURSERY TO ANYBODY WHO HAS NOT GOT PRIOR PERMISSION FROM PARENTS/CARERS**

### A failure of a parent/carer to collect child

Staff on late shifts will ensure they have easy access to children's confidential records.

Children must always have at least two emergency contacts on the registration form.

If a child is not collected the staff must endeavour to contact the parent/carers via his/her tutor or mobile number if applicable.

**AFTER A MAXIMUM OF 30 MINUTES TRYING TO CONTACT PARENTS STAFF MUST THEN CONTINUE WITH THE PROCEDURES BELOW**

- 1) The given emergency contact must be called and line manager/college duty manager informed.
- 2) A child may be released to them with the agreement of the line/college duty manager on production of ID and password.
- 3) Security must be informed to notify the parent/carers should they arrive late.

A record of events must be logged

Failure to contact a 2<sup>nd</sup> or 3<sup>rd</sup> contact, staff must contact college nursery manager/college duty manager/Safeguarding officer/safety officer and security to contact police and social services.