

The Oaks Nursery Collection of children policy

Aims

- To ensure that children remain safe at all times when in our care.
- That parents are informed of nursery procedures for keeping children safe in their absence.
- That parents are aware of the procedures for late or non collection of their children.
- That parents are aware of nursery procedures in an emergency situation.

Authorized adult

An authorized adult is a person over the age of 16 to whom the parent/guardian has give prior permission to collect their child (preferably named person/s on registration form). To ensure that staff within the setting are aware of any changes in current arrangements, the nursery;

- Asks parent's to provide staff and authorized adult with a password* to share when they arrive to collect the child.
- May ask for name and description in addition to the password if the authorized adult is not known to staff, or it is their first visit to the nursery.
- Will endeavour to contact parent if there is any cause for concern with the password system, and may ask for further identification/clarification.
- May use discretion in releasing a child into the care of someone who appears to be irresponsible or incapable of supervising a child. In this instance Safeguarding Children procedures will be applied.

** A password may be a family or pet name, date of birth etc.*

Documentation and procedures

Fully completed registration forms are part of the childcare agreement with the setting. In addition to that information our expectations are;

- When parents are aware that they will not be at home or in their usual place of work, they inform staff of how they can be contacted.
- That parent's inform their child's key person on the day if they are unable to collect. If this is not possible telephone the nursery office, 01227-827676 with details of who will be the responsible adult.

If a child is not collected after 1 hour after their normal collection time, or at nursery closure the following procedures will be followed:

- Staff will inform the nursery Manager, Deputy, or supervisor in charge.
- Check for any information about changes to the normal collection routines.
- If no information is available, contact parent's at home, mobile or work.
- If this is unsuccessful then contact emergency persons recorded on contact form.
- If nursery has been unable to establish contact with a responsible adult then Safeguarding children procedures will be followed.
- Depending on circumstances and at the discretion of the Manager, parent's may be charged additional childcare fees.
- A full written report of the incident is recorded, including times and responses to telephone calls.

In an emergency situation such as illness or accident to a child procedures outlined in the Accident and Injury/ Sick child policy will be followed.

Adopted on (date): July 2009

Signed on behalf of The oaks Day Nursery:

Name: Chris Comper

Job title: Nursery Manager