

# Contact and Collection of Children Policy

## ***Statement of intent***

Bunnahone Bunnies Cross Community Playgroup keeps up to date records and contact details of the adults involved in the care of the children attending. These are used to ensure children can be safely collected at the end of the session and at other times when necessary.

Systems are in place to ensure that children:

- Cannot leave the premises without an authorised adult.
- The person dropping off and collecting each child are required to sign in/sign out and record the time on a book available inside the playschool door.
- To ensure that each child is properly cared for in the event of a delay to their collection at the end of a session by playschool staff.

## ***Aim***

Our aim is to ensure all children are collected at 12pm sharp, only in the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

## ***Procedures***

1. Parents of children starting at the playschool are asked to provide specific information, which is recorded on our Registration Form, including:
  - Home address and telephone number. If the parents do not have a telephone, an alternative number must be given.
  - Place of work, address, and telephone number (if applicable)
  - Mobile telephone number (if applicable)
  - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from playschool, for example a childminder or grandparent
  - Information about any person who does not have legal access to the child.
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they inform the leader in charge and this is recorded in the collection book. These persons details will be recorded in the collections book.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified by checking details with them given by the parent of the child in the collection book.

4. Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take backup procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their children are not collected from preschool by an authorised adult and the staff can no longer supervise the child in our premises we apply our child protection procedures as set out in our child protection policy.
5. If a child is not collected at the end of the session/day, we follow the following procedures:
  - The Collection Book is checked for any information about changes to the normal collection routines;
  - If no information is available, parents/carers are contacted at home or at work
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child from playschool and whose telephone numbers are recorded on the Registration Form are contacted, all reasonable attempts are made to contact the parents/carers
  - The child stays at playschool in the care of two fully vetted workers until the child is safely collected
  - The child does not leave the premises with anyone other than those named on the Registration Form and in the Collection Book;
  - If no one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Child Protection Policy. We contact our local authority social services department.
  - A full written report of the incident is recorded.