

## The Arrival and Collection of Children Policy

### **Purpose**

To ensure that children are safely delivered and collected from Pre-School and the arrangements for doing so are known, understood and implemented by the staff, parents and carers.

### **Procedure**

One member of staff will welcome children at the main door while other staff will supervise those children who have already arrived. Children will self register and one member of staff will take the register recording the number of children present.

If a child is collected by other than the authorised person, the details will need to be recorded in a collection book. In the event of an emergency whereby a child cannot be collected by the authorised person, an alternative person can collect the child subject to them informing pre-school of the agreed password. All passwords, previously agreed with parents, are kept on file.

If a child is not collected and there is no information received from the authorised person then the following procedure will take place:

All emergency telephone numbers will be immediately contacted.

A time will be agreed by staff to move onto the next step.

Under no circumstances will anyone under the age of 16 be allowed to collect a child from Pre-School.

Safeguarding Children Board will be contacted and advice sought (Tel: 0151 606 2006).