

Collection Policy

The aim of this policy to ensure the safety of all the children in our care. We operate a system to ensure only known staff, parents, carers, students and visitors are allowed onto site. We are unable to operate within our required staff:child ratios if a child is admitted early or collected late after their session has ended.

Procedure:

Only the named people on the registration form can collect a child from nursery and be given the gate code. If anyone else needs to collect a child they will have to buzz at the entrance and wait to be admitted. We will need prior notification and to see ID of anyone not known to us who is collecting a child.

If someone attempts to enter the premises that we do not recognise, they will be asked to remain outside the gate until their id can be confirmed.

For the safety of the children and staff, parents are asked not to let other parents in behind them if they do not know who they are.

Staff are expected to challenge any unknown person.

We are unable to accept children on to the premises before the start of the day at 8am as staff need time to prepare rooms ready to receive the children at 8am. Similarly earlier than the start of the afternoon session so that the transition period can be managed as smoothly as possible.

Children must be collected by the end of their agreed session time.

If a child has not been collected and we have not heard from the parent/carer we will attempt to contact all known responsible adults as set out on the registration form.

Any child that has been left at nursery and contact has not been successfully made with a parent or carer by 6.30pm, a member of staff will stay with the child and contact MASH and/or the police.

Contact details must be kept up to date.

The Manager reserves the right to charge for poor time keeping in the event of repeat situations.