

Safeguarding children, young people and vulnerable adults procedures

**Collecting a child**

* Parent/carer should enter the playroom and collect their child from where they are seated. The child will be released into their responsibility.
* If the parent arranges for another person to collect their child on a regular basis, they must add their details to the Registration Form under the emergency contact section. It would be helpful to introduce the person to Pre-school staff if they are unknown to them.
* If the parent arranges for another person to collect their child as a one-off, the parent should let a staff member know at the beginning of the session and their details are entered on the register in the notes column.
* If the parent, after having already left their child at Pre-school, arranges for another person to collect their child, they must telephone the Pre-school to inform them of the arrangements.
* If the parent arranges for someone to collect their child who is not known to Pre-school staff, they must give a description of the person and implement the ‘password system’, whereby the parent gives a password to the staff and to the person collecting the child. On arrival, the person must give the password before staff will allow them to take responsibility for the child. The child will only be released to the carer if Pre-school staff are sure of their identity.
* A member of staff will be on the outside door for child’s safety only. Any queries please speak to other members of staff inside the building.
* No child will be released to anybody who is under the influence of alcohol/other substances. Pre-School staff will contact the next person on the emergency contact list (see Incapacitated Parent procedure).
* Children will not be released into the care of a minor (under 16 years of age).

This procedure was adopted at a meeting of Thames Pre-school Committee