

Safeguarding Collection of a Child by an Authorised Adult

The safety of the children is of paramount importance. The following procedures has been put in place to protection both children and staffs

- *We require written authority from the parents of children who are dropped off and collected by a child minder or carer (this includes relatives and friends if collection happens on a regular basis) A form is available from the pre-school to be complete and signed before the child minder/carere collects the child. If you use more than one child minder/carere you will need additional forms.*

- *If on occasion your child is collected by a relative or friend, the details need to be entered into the Authorized Collection Book situated in the foyer by the parent. If the person is unknown to staff the parent will be given a password to pass on to the person collecting the child. A child will not be allowed to leave without the password being given to staff.*

- *In the event the child needs to be collected by a relative or friend because you are unavoidable detained or there is an emergency, the parent must ring the pre-school and inform either the Manager or Deputy and they will enter the details in the Authorised Collection Book and give the parent a password to pass on to the person collecting the child.*

- *Should any person try to collect a child without prior arrangement, the child will be kept at the pre-school until the Manager or Deputy can contact a parent to confirm the arrangement.*

- *If the Manager or Deputy fail to contact the parent/carere and more than 15 minutes has elapsed from the end of the session, then the failure to collect must be reported to local authority First Response team: on **01296 383962** or **0846 4600 001**. This is done as a last resort.*

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by

