



Colyton Caterpillars Early Education

Early Years Collection of Children Policy

This policy was agreed by trustees/staff:	
Date of last review:	July 2024
Date of next review:	January 2025
Reviewed by:	K.Clode

For the safety of all the children in our care, only the adults named on the registration forms will be allowed to collect the child from the setting without pre-notification. If for any reason you need someone else to collect your child, we will need either written or verbal permission from you before the session begins. If this is not possible (i.e. you are running late) and you require someone else to collect your child, you must ring the setting immediately. NO child will be released from our care unless we have official notification from the parent/carer with parental responsibility. If no notification is received from the parent then a staff member will telephone the parent for clarification on person collecting child.

If at the session end, no one collects a child, two staff &/or committee members (all DBS checked) will remain in the setting with the child until someone does come to collect the child. Caterpillar staff will endeavor to make contact with a parent/carer throughout. If after a period of time (1 hour) no one has collected the child and no contact can be made to a carer or the named people with permission to collect on their admission forms, Colyton Caterpillars will contact the police and/or social services.

If a parent/carer comes to collect a child heavily under the influence of alcohol or drugs and staff feel that the child's safety is at risk, the staff will contact the child's one of the other authorized contact numbers to collect child. If a parent/carer becomes aggressive towards staff members, then the police will be called.

A separate form will be given to the parents of the children using of the out of school clubs, to sign that they have understood our procedure.