



## **Collection of Children Policy**

In Colquhoun Park EYC the safety and welfare of all children is paramount. It is therefore in the best interest of each individual child that the following is adhered to:

Parents **MUST** inform the keyworker/senior/depute of any change regarding the collection arrangements for their child.

If these changes are advised over the telephone, the parent will be asked for their child's password. If the parent is arranging for a person known to nursery staff to collect their child, a note of their name will be taken and passed on to the keyworker/senior/depute

If the person collecting the child is **NOT** known to staff, the parent will give or be given a password which the person collecting will relay to key Worker before the child can go home. This password **MUST** be given to the keyworker/senior/depute before the child will be allowed to leave the nursery with them.

If a person comes to collect a child who is **NOT** known to the nursery and are **NOT** on the child's care plan, staff will contact the parent via phone call. The child will **NOT** be allowed to vacate the nursery until confirmation from parent.

In the event of any confusion or if an incorrect password is given, staff will contact parents for verification of arrangements.

Care Standards: 2.2

How Good is our Early Learning and Childcare, Quality Indicator 2.1

This policy has been reviewed and updated in consultation with parents and staff

Signed:

November'22