

St. James Church Pre-School

Drop Off and Collection of a Child Policy



Drop off

Children are the responsibility of their Parents/Carers until they are signed into the Pre-School by a staff member. At the end of the session the child will be handed back to the parent/carer and is then their responsibility once more.

Collection

At the end of each session all the children are sitting on the floor. They wait until their name is called by a member of staff. This happens when their parent/carer reaches the front of the queue of parents.

Collection by a different carer than usual

It is important that staff should always know who will collect a child.

If the usual parent/carer cannot collect a child, the following guidelines should be followed:

1. Inform staff concerning who will pick up the child and when. Staff will note this on the board.
2. Clearly identify that person or arrange a pre- agreed password.
3. If an unexpected person arrives to collect a child without prior arrangement or password, staff will use the contact telephone numbers to establish identify and ensure the safe collection of the child. If they have cause for concern, they will keep the child and contact the Duty Social Worker (see below).
4. In the unusual eventuality that a known parent/guardian is not permitted to collect their child, the pre-school does require an official letter from a solicitor or GP.

Uncollected Child Procedure

Should a child not be collected at the end of the session for any reason, two members of staff will remain with the child and the supervisor will try to contact a parent or carer.

If the parents or emergency contact cannot be reached after an agreed amount of time (approximately 1 hour is the suggested guideline) staff will telephone the Duty Social Worker at Community Services Department 0118 944 8040 during office hours, and after 5pm the emergency Duty Team number is 01344 786543.

N.B. Wokingham Borough Council Registration of Full Day Care states that children's records must include Home, Work and Emergency telephone numbers.

This policy was adopted by St James Church Preschool (name of provider)
On 13th January 2004 (date)

Date last updated	<u>2nd October 2017</u>	<i>(date)</i>
Date last reviewed	<u>December 2020</u>	<i>(date)</i>
Date to be reviewed	<u>December 2021</u>	<i>(date)</i>

Signed on behalf of the provider



Name of signatory Nicola Tivey

Role of signatory Chair