**Collection of Children Policy**

**Signing In and Out**

Staff are responsible for signing children in and out on the register each day. Staff should record who dropped off/collected the child and the actual time. It is vital that staff ensure that the correct information is recorded on the register daily.

**Authorised Collectors**

Each child must have at least two authorised collectors, details of which will be outlined on the child’s registration form. Parents are requested to preferably first introduce authorised collectors to staff, or give a detailed description or photograph along with a password for the collector to identify themselves. A child will not be handed over to a different person unless the parent has given written permission for this to happen or, in an emergency, if the parent phones the nursery and speaks to the manager or person in charge and the person will be required to give the correct password. If, for any reason, permission has not been obtained and a family member or friend comes to collect a child, contact must be made with the parent/guardian before the child is allowed to leave. Only responsible adults over the age of 16 will be allowed to collect a child from the nursery.

If at any time we feel that a parent, or anyone authorised to collect the child is under the influence of alcohol and/or any other substance, we as a nursery will have the child’s safety in mind and therefore may refuse to release the child into your care. In the event that parent appears to smell of alcohol but appear coherent, the child would be released but staff may feel the need to contact services including the police if they feel that the child would be in danger in their care (i.e. transporting the child in a car whilst under the influence of alcohol). If a parent/carer appeared to be under serious influence of alcohol with symptoms such as smelling of alcohol, slurred speech and “out of character” behaviour then we would refuse the release of the child and we would then contact another authorized person to come and collect the child, explaining the circumstances. In some cases an incident of this nature could lead to staff contacting the police and/or social work department.

**Persons Prohibited from Collection**

All staff should be aware that some people may be legally prohibited from certain forms of contact with a child (e.g. unsupervised). In such circumstances staff will be informed of the child and restrictions. If the prohibited person should call at the nursery they must not be granted access and a senior member of staff must deal with the situation, ensuring that no contact is permitted. The child’s main carer must be informed immediately of such an incident. Parents should be aware that unless there is a legal restriction, we are unable to refuse a legal guardian, whom we know, to collect their child.

**Late Collection**

Parents must carefully note that Rainbow Nursery operates from 8.00am – 6.00pm. Parents should ensure children are brought in no earlier than 8.00am and are collected before 6.00pm when the nursery closes.

If a parent is unavoidably delayed due to circumstances beyond their control, they should make every effort to phone the nursery to inform them. In order for staff to provide appropriate feedback to parents about their child’s day, it is recommend that children are collected before 5.50pm. Parents who are consistently late collecting their children will incur a charge of £10.00. This will be under the discretion of the management.

* If a child’s parent does not arrive by 6.00pm staff should inform the nursery manager who will phone the child’s parents and request that the child is collected immediately. The manager on duty and one other member of staff must stay behind with the child, when possible this should be the staff member from the child’s play room.
* If no contact has been made with the parents by 6.15pm, the emergency contact should be phoned.
* Staff should continue to make attempts to contact the parents or emergency contact every 10 minutes until contact is made.
* If by 7.00pm staff have been unsuccessful in contacting parents or emergency contacts the manager on duty should contact Glasgow and Partners Emergency Social Work Services on **0300 343 1505**.
* The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times.
* The incident should be recorded in the child’s chronology, including who was attempted to be contacted and the times and who collected the child. If social work needs to be contacted, staff should take note of the social worker spoken with.

*This policy will be monitored in line with relevant legislation and good practice guidelines.*

**Date Updated: March 2023**

**Review Date: March 2024**