

The Green Umbrella Pre-school and Nursery

Collection of Child Policy

This policy sets out the security in place when a child is collected from the nursery.

When a child CAN be released

A child can be released to a parent/carer who is named on the registration form and who has been originally identified by a member of the management team during the initial induction process (i.e. Room Leader or above).

A child can be released to another person either named on the registration form or not named on the registration form providing the parent/carer has given prior permission for another person to collect their child and the 'Collection of Child Procedure' is followed.

A child can be released to another person without following the 'Collection of Child Procedure' providing they are well known to staff and have collected the child on prior occasions.

When a Child CANNOT be released

A child will not be released to anyone who is unknown to staff and where a parent/carer has not made prior arrangements for an unknown person to collect their child. If this happens please follow the 'Collection of Child Procedure'.

A child will not be released to anyone who is suspected to be under the influence of alcohol or illegal substances. If this happens 'Collection of Child Procedure'

A child will not be released to another child if the child collecting is under the age of 16

Related Documents: Collection of Child Procedure

**All policy documents are subject to regular review
This policy was reviewed: November 2012**