



Allsorts Childcare Child Collection Policy

Purpose

Allsorts has a clear Child Collection Policy in place to ensure the safety of all children when they are collected from our settings.

Child Collection

All children are to be collected on time by appropriate adults known to staff. If a child is to be collected by anyone other than the usual adults, the staff need to be informed by the parent/carer.

If unknown persons attempt to collect a child, we will always contact the parent/carer before releasing the child into their care.

A password will be required if an adult other than the normal person comes to collect.

If a child is not collected at the end of the usual session, staff will endeavour to contact parents/carers or emergency contacts to arrange a suitable person to collect the child. If no suitable person can be contacted the child will be kept at Allsorts for the remaining sessions of the day whilst staff continue to try and contact parents or relevant adults.

If no responsible person has been contacted and the setting is half an hour past closing time for the day, then staff will contact the relevant authorities to take care of the child whether it be Children's services or the police. In this instance a note will be left outside the setting informing the parent/ carer should they attempt to collect the child after this has been carried out. Responsibility will then pass to the authorities.

Should anyone attempt to collect a child that Allsorts has reason to believe or knows is not allowed to collect the child - we will contact the parent or relevant authorities before releasing the child. If a person attempts to collect the child that we are aware is legally unable to do so will be reported immediately to the police.

Early years (preschool and Reception) children may not be collected by anyone under the age of 18, unless it is the parent. Out of school club parents must notify us in writing if their child is being collected by anyone under the age of 18, unless it is the parent.

The setting will recover any extra fees due because of late collection.

Staff Procedure

Relief staff, students or those who are still in their probation period must not answer the door unless under the supervision of another staff member or at the Manager's discretion. However, if a staff member is level 3 qualified and the senior team agrees that the staff member is competent to follow Allsorts' security measures, the member of staff will be able to open the door after three months of probation

If a person collecting a child is under the influence of drugs or alcohol, staff must not allow the child to go if they feel that the child could be at risk. This must be reported to the manager, and an alternative responsible adult will be called to collect the child.