

## 9.5 Arrival and Collection

### Policy statement

The safety of the children in our care is of paramount importance and we follow the procedure outlined below to ensure their safety.

### Procedures

Only adults you have named on the carers authorised to collect section of the admissions form are authorised to collect your child. You will be asked to produce photo ID if the collector is unknown to members of staff.

Children will only be allowed to leave with their parent(s) or a responsible adult (over 18 years of age).

If we have reason to believe that a child may be at risk if they leave with the person who has come to collect them, we reserve the right to retain the child in our care until a suitable alternative adult (in line with their collection permissions) arrives.

If someone other than an authorised carer is due to collect your child we will ask for an email detailing who it will be unless it is a regular occurrence.

Should a parent notify us verbally that someone other than those named will be collecting a child the following will apply:

- A member of staff will call back to confirm the identity of the caller.
- The person collecting the child must provide photo ID & will be required to sign the signing out book.
- A unique password will be assigned and must be given when collecting the child.

At collection time the following routine is in place to minimise the chance of a child leaving the Pre-school either on their own or with an unauthorised adult.

At collection times there is a member of staff at the door to ensure each child leaves with an authorised adult. Remaining members of staff stand by the children to ensure that they do not try to leave without one of the members of staff at the door being alerted.

If children are not collected at the designated time our Uncollected Child policy will apply.

## Poplar Pre-School

This policy was adopted at a meeting of	Poplar Pre-School (CIO)
Held on	<hr/> 16 <sup>th</sup> May 2023
Date to be reviewed	<hr/> 16 <sup>th</sup> May 2024
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Dee Ellis
Role of signatory	<hr/> Trustee
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