



Children's Collection, Arrival and Departure Policy

Signing In and Out

Children will be signed in and out of the setting by a member of staff using Tapestry. Tapestry will record the time the children enter the building and the member of staff responsible for signing them in or out. Further notes can be added if necessary. If for any reason Tapestry is unavailable a paper register will be signed by a member of staff.

End of session collection

Parents must give the names of all people authorised to collect their child on their registration form, only persons named on this form will be able to take the child, unless prior arrangements in exceptional circumstances have been made known to the Pre-School Manager. If the person collecting the child is unknown to staff a brief description and password will be taken.

The child's registration form has details of who is allowed to collect each child, if the staff do not recognise the person collecting the child they must check who they are and ask for proof of identity. If there is any doubt, the child's parent/carer must be contacted and the child will not be allowed to leave. We will not allow any child to leave the premises unaccompanied; we will also not let the child leave with anyone under the age of 16 unless we have been given written consent from the parents.

In the case of a parent/carer failing to collect the child our Non Collection of Children Policy will be implemented. The Pre-School leader will attempt to contact the child's emergency contact. If a parent is unreasonably late in collecting their child without contacting the setting to inform them of unexpected delays, or is persistently late a charge will be made. No child will ever be left unsupervised because a parent/carer has failed to collect them.

Late collection

- It is essential that staff do not work alone. So in the case of a non collection of a child at least two members of staff will need to remain with him/her.

- If the parent/carer has not made contact by 1.15pm then staff must make every effort to contact them, including using the emergency contact phone numbers on the child's registration form.
- If after 20 minutes (1.20pm) staff have not been able to make contact with the parent/carer the Chair or another member of the Management Committee must be contacted.
- One hour after the setting is closed, if no contact is made, Social care/First Response (depending on time of day) and the police must be contacted and staff will seek their advice.
- If staff have had to contact the Chair or member of the Management Committee but then the parent/carer then arrives, contact must be made with that Committee member to let them know.

Useful Contacts

First Response- 0117 903 6444

Police Non-Emergency- 101

Bristol North Social Services Team Tel – 0117 9038700 Out of hours Tel – 01454 615165

Avon and Somerset Police (non emergency) Tel 01275 818181

All committee members' contacts are on the Committee contacts sheet.

NB. Under the Children Act 1989 parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights to have contact with their children unless the courts have made an order that they should not do so. Pre-School staff do not have the right to stop divorced parents from collecting their children unless they are aware of a court order preventing contact between the child and its Parent(s). This situation would apply in the same way if the parents were in the process of separating, a Mothers request that they do not go home with their Father or vice versa cannot be guaranteed unless there is a court order preventing contact. Parental responsibility is given to both parents if they are married when the child is or subsequently, otherwise only the Mother has parental responsibility. An un-married Father can acquire parental responsibility through a court application, as can guardians and Grand-Parents. Parents should be in a fit state to collect their children. If a parent arrives in an 'unfit' state, for example through alcohol or drugs, the pre-school workers should notify social services and refuse to hand over the child/children to the parent.

Children's Collection, Arrival and Departure Policy-Covid

Date Reviewed	Reviewed by