



Leaving and Collecting Children

Version Control

Version	Nature of Update	Author	Date
1.0	Original Issue	Penelope White	13/06/2021
1.1	Amended times	Penelope White	24/01/2022
1.2	<p>Added new sheet for parents to sign if a different person to collect</p> <p>Forms are now available for occasional pickups, and there is a section in the admissions pack to add additional adults to collect a child.</p>	Penelope White	16/08/2023

1. The gates will be opened to kindergarten between 8.30 and 8.45 am. Parents are expected to bring their child on time, with the Kindergarten starting at 9.00am, as responsible punctuality is very important to the smooth running of the Kindergarten and settling the children. If parents arrive after 9.00am they will need to phone the kindergarten for supervised entry (number shared and on the gate) as the gate will be locked. This also applies to parents collecting their children early due to upset and/or illness.

2. When collecting their child, parents are expected to arrive by 3.00pm.
3. If another adult is to pick up the child, the parent must inform the teacher beforehand and give them a password if the adult is collecting the child for the first time. If the adult is not known to the staff, then the person must bring identification or use an agreed password. Forms are now available for occasional pickups, and there is a section in the admissions pack to add additional adults to collect a child.

If the staff have any concerns either from the behaviour of the adult or the child, such as reluctance or fear, the parent must be contacted before the child is released and this behaviour questioned.

If the child is still reluctant to leave with the person then the parents should be instructed to collect the child themselves as soon as possible whilst being looked after by a member of staff.

4. If the parent, or the person who the parent has prearranged to collect the child, does not arrive within 15 minutes of the arranged pick up time the parents will be contacted immediately whilst the child is looked after by a member of staff.

If the parent cannot be contacted and messages have been left with no reply, then a staff member must then ring the other contacts numbers in the child's file including their emergency contact. All contacts will be rung until someone is spoken to and made aware of the situation.

The aim is to get an authorised person to collect the child.

5. **If by 4.00pm, the staff have been unable to contact any person listed in the children's file and no-one has responded to messages, then the Children and Families Duty team will be contacted for advice, and if necessary, to collect the child.**

6. In the case of many children in the kindergarten, staff are aware of which families are known to the child, which the child has visited before. In the case of the child not being picked up by the latest time, these families could be contacted, after seeking advice from Children and Families Duty team, this Dept. must be fully informed of this action.

This action is to be considered as being less stressful for the child than being collected by a Social Worker who is a stranger. However, the staff need to be sure of the child's safety and welfare, and it must be clearly agreed how long they are able to care for the child that day and given the contact details of the person at Children and Families Duty that the staff have contacted.

A message must also be left on the parent/carer numbers informing of these actions.