



St Paul's Childcare

LEAVING AND COLLECTING CHILDREN POLICY

Written in conjunction with NMS 5

St Paul's Childcare will follow this policy, review it annually and update it as required.

The Person in Charge (Leader) of St Paul's Childcare will ensure that every member of staff understands this policy.

St Paul's Childcare will ensure that parents and carers are aware of this policy.

We will ensure this policy is available to all via:

*St Paul's Childcare website

*The entrance of the childcare setting

*St Paul's C/W Primary School website

The policy may be requested from Reception at St Paul's C/W Primary School

Policy last updated – September 2020

Next policy update due – September 2021

REVIEWED BY

Name

Signature

Date

_____	_____	_____
_____	_____	_____
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_____	_____	_____

LEAVING AND COLLECTING CHILDREN POLICY

Aim

The aim of the St Paul's Childcare is to implement arrangements that every child that is left at and collected from the St Paul's Playgroup is completely safe.

Rights of the Child

Ensuring that the St Paul's Childcare has safe and effective procedures in place to leave and collect children is an essential part of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

Article 3: All organisations concerned with children should work towards what is best for each child.

Article 12: Children have the right to say what they think should happen when adults are making decisions that affect them, and to have their opinions taken into account.

Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.

Leaving and Collecting Procedure

At St Paul's Childcare setting we will:

- inform the parent/ carers/ guardians that it is their responsibility to hand the child over to a member of staff and not leave the child until that happens.
- keep a record of every individual that is permitted to collect the child on the child's registration form.
- emphasise to parents/ carers/ guardians when a child starts at the St Paul's Childcare that their child will not be allowed to leave with anyone that is not listed on the registration form. This can be update during the child's time with the childcare setting.
- inform the parents/ carers/ guardians collecting the child that any permanent changes to the collection arrangements must be made in writing to the Leader.
- inform the parents/ carers/ guardians collecting the child they must inform St Paul's Childcare if there is any reason that the child will not be collected on time.
- any inconsistency in the arrangements for collecting the child will be discussed with the parents/ carers/ guardians and a record of any problems will be kept in the incident book.

- take responsibility for handing the child over to whomever is collecting them thereafter the responsibility for the child is transferred back to the parents/ carers/ guardians.

Uncollected Child Procedure

If a child is not collected within quarter of an hour of the St Paul's Childcare closing, the Leader is to contact the person that is supposed to collect the child on that day, and then contact the other persons noted on the Registration form.

If the child is not collected within half an hour, and no information has been received from the parent/ carer/ guardian, the Social Worker on duty at the Local Authority will be contacted.

If the St Paul's Childcare must contact the Social Services regarding the uncollected child, they will also inform CIW.

Associated Policies

Child Protection Policy

Compliments and Complaints Policy

Signature:

Date:

Date of review: