

## **COLLECTION OF CHILD POLICY**

If a child's parents/carers cannot collect their child from nursery then the child can only be collected by a named person with prior written consent from the parents/carers. In cases of emergency when prior written consent cannot be obtained verbal consent can be taken by a senior member of staff which must be documented in the incident book and signed by the parent/carer.

1. Obtain list of authorised persons who can collect the child on behalf of the parents/carers. This must be signed by parents/carers to confirm their consent.(provide copy to parents for their records)
2. List to be filed in child's personal file in the office.
3. If parent/carers know they will not be collecting their child then they must inform nursery staff of who will be collecting their child. This must be someone from the named list. If it is not then they must be added on to the list and the parents'/carers signature obtained.
4. Details of collection must be written on notice board in kitchen.
5. If there is an emergency situation whereby the parent/carer did not know they would not be able to collect their child, and they cannot contact anyone named on the list then they must call nursery and provide details of who will be collecting their child. The senior staff member must write up the details in the incident book for the parent/carer to sign when next in nursery. Details of the collection must be written on the notice board in the kitchen.