



# Mc Millan Nursery School

## Child Collection Policy

### **CHILD COLLECTION POLICY**

This policy is a statement of the procedures followed at Mc Millan Nursery School for the collection of children, to ensure their safety.

No children will be released from our care if staff are not informed of the person collecting the child.

#### **Admission Information**

When children start at McMillan Nursery School, parents are asked to fill in information about their child. Details are completed about emergency contacts.

#### **Password**

Parents must provide a memorable password which are safely kept. Parents are asked to give the password only to the people they wish to collect their child.

Parents must inform staff if their child is to be collected by someone who does not usually collect their child from nursery. Staff will ask for the password on collection. If the adult does not have the correct password, parents must be contacted.

If parents have not informed staff that someone else is collecting their child, parents will be contacted before allowing the child to leave.

#### **Collecting Early**

Parents must inform the school admin officer if their child is going to be collected early. If another adult attempts to collect a child early and we have not been informed by parents - parents must be contacted before allowing the child to leave.

#### **Suitable People/Identification of Individuals**

- It is the policy of the school that no person under the age of 16 years can collect a child
- If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform the head teacher who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then social care or the police will be contacted.

#### **Relationship breakdown of parents / guardians**

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

- Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to legally deny access.

- Should a parent of concern ask to access their child, we will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait.
- If there is concern about violent or aggressive behaviour from either parent we will seek advice from the police and follow their recommendations. We will follow guidance within our policy on violence.

### **Collection of children from Nursery Rooms**

During collection times, the front entrance door and dragon fly entrance will be opened by the named person on duty. This will be an experienced member of staff who is knowledgeable about the families and knows the parents and children. Parents will collect from the main entrance or Dragonfly Entrance.

All children will stay in their Key Person Room. The member of staff on door duty will call the child's name to the member of staff on the Key Person door. A member of staff will supervise the children walking down the corridor to the member of staff on door duty who will hand the child over to the parent/carer.

An experienced member of staff who is knowledgeable about the families and knows the parents and children will stand at the bottom gate to ensure no child leaves the grounds without an adult.

Anyone that wants to re-enter the building i.e. a child has forgot their hat, to wait in the PSP yard until most of the children have left.

If a password is being given, then ask them to wait in the PSP yard until most children have left.

### **Failure to collect a child**

In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

- All contact numbers for parents/carers are repeatedly contacted and messages left
- Further emergency contact numbers are tried
- If in the event of a child not being collected and following 5.00pm, Social Care and/or the police will be notified of a non-collection and the matter will be handed over to their care
- On no account must a child be taken by a person not known by the school.

### **Staff conduct**

- All staff must always be vigilant i.e. not talking to each other, so names are having to be repeated.
- Ensure children are prepared i.e. coat on and fastened to eliminate bottle necking outside

Next review September 2026 or early if incident