



## Collection of Children Policy

We will do all in our power to look after and supervise children whilst in our care. **It is, however, essential that children be collected promptly after each session.**

### **Collection of Children**

All parents must complete a registration form before their child starts at the organisation giving two/three emergency contact telephone numbers which must be kept up to date.

Parents must also state in writing who is to collect the child after each session and inform us if there is to be any change in advance.

### Updating information on the registration form

It is essential that important information on the registration form be kept up to date.

Parents must inform the organisation in writing immediately of any important changes to:-

- domestic arrangements which could affect collection of the child e.g. a court order in respect of the residence of the child or who the child is able to have contact with.
- parental responsibility agreement
- home/ work telephone numbers

these details need to be amended on the registration form.

It is essential that children be collected promptly after each session. In the unlikely event that a parent is late two members of staff will remain with the child for up to 15 minutes, with all home and emergency contacts telephone numbers being continually tried. After 15 minutes, the Police or Social Services will be contacted for their advice and to establish the next step. The child's welfare and safety will remain paramount at all times.

This policy was adopted at a meeting of Trustees on .....

and was checked and re-affirmed on .....

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)