



Dropping off and collection of children

This policy seeks to outline the procedure for dropping off and collecting children, including children collected late, with specific consideration given to the safety of the children.

Dropping off a child at pre-school

Our front door has a security lock to ensure the safety of the children. Parents/carers wait outside for the door to be opened by a member of staff at the beginning of each session.

As the children enter the building a member of staff will complete a tick list – taking note of who has arrived, in case of fire before registration time. Parents/carers then support their children to remove coats and hang up bags in the cloakroom area before taking them into their room. Once all the children have arrived the room register will be taken.

Children who arrive late are added to the register and if a child leaves early this is also noted (so staff are always aware of how many children there are in each room).

Collecting a child from pre-school

When a child is registered with the pre-school, parents/carers need to let pre-school know in writing who may collect their child. Parents are required to inform pre-school if anyone else is collecting their child on that day. Pre-school operates a password system for collection.

Parents/carers are also required to inform pre-school of any person/s who doesn't have legal access to their child.

If an adult with parental responsibility presents at pre-school and staff are concerned that their presentation suggests they are unable to offer safe care, steps must be taken to clarify the situation and assess the risk to the child.

Please see below for some factors to consider:

- 1) Be mindful of staff safety and the safety of the children in the building.
- 2) Talk to the parent and ascertain if they appear safe to be able to offer safe care for their child/ren. Consider the questions below:
 - How is the adult presenting – are they staggering, speaking incoherently?
 - Do the parent/carer's needs compromise the ability of the parent/carr to meet the child/ren's basic physical and psychological needs? If so, how?
 - How do they intend to get home/how did they arrive at school with the child? Is the parent/carer driving? Are they fit to do so?
 - Is the parent/carer in sole care of the child? Can the adult identify another parent or supportive adult to be with them and the child?
- 3) If staff are concerned about the parent/carer's ability to care for the child based on the factors above, then a safeguarding referral to Children's Services is required.
- 4) The school should aim to retain care of the child whilst awaiting the advice of police and Children's Services. Schools do not have the authority legally to retain a child against a parent/carer's will; therefore, if this is not possible, then the pre-school should consider ringing for a police welfare check on the non-emergency number, 101.

- 5) There may be occasions where an immediate, emergency call needs to be made to the police (i.e. 999), because it is judged that a child or another person (including staff) may be imminently at risk of serious danger. Examples include: a. where an intoxicated parent is behaving violently or is threatening violence such that the belief is that the threats may be carried out thus compromising the immediate safety or care of a child; or b. place others in danger by driving a car whilst unfit through alcohol or drugs.

Late collection

If a parent/carer is late collecting a child, two members of staff will stay on the premises until they are collected.

All efforts will be made to contact the parent or emergency contact number, however, if we have not heard from or cannot contact a suitable member of the child's family within 45 minutes we will have no option but to inform Social Care or local Police as we will deem the child abandoned.

It is therefore imperative that parents ensure we have up-to-date contact details at all times. Contact and emergency contact details are taken when the child joins the pre-school, but it is the parent's duty to inform us if these need to be updated during the child's time at pre-school.

Late collection fee

The pre-school day ends at 3.00pm Monday to Friday. Children who are collected later than 3.10pm have an impact on the end-of-day procedures that staff are required to carry out in order to finish on time. Additional fees will be invoiced for children who are collected past 3.10pm based on the following rate: £5.00 if collection is between 3.10pm and 3.20pm, £10.00 if collection is between 3.20pm and 3.30pm, £15.00 if collection is between 3.30pm and 3.40pm.

This policy was adopted at a meeting of the pre-school held on (date)

Signed on behalf of the pre-school

Also see: Admissions
Safety
Staffing
Staff Training and Development