**COLLECTION OF & UNCOLLECTED CHILDREN**

This policy sets out the procedures that will be followed by Busy Bees for the collection of and uncollected children from the pre-school.

**Admission Information**

* When a child starts at Busy Bees parents are asked to provide information about their child including the names of authorised people that are allowed to collect their child.

**Password**

* Parents will be asked to provide the pre-school with a memorable password that can be passed to those that they wish to collect their child;
* If the person is unable to confirm the password then the parent will be contacted to give permission for their child to be released into the care of that person.

**Suitable people/identifications of individuals**

* No person under the age of 16 can collect a child from the pre-school;
* In the event of a parent/carer being unable to collect the child the pre-school should be informed at the beginning of the session who will be collecting the child;
* If a parent/carer wants their child to be collected by a responsible adult on a regular basis they should submit a written request;
* If a parent/carer cannot pick up their child they should ring the pre-school to let them know who will be collecting their child;
* The pre-school will not release a child into the care of a person that staff believe is under the influence of alcohol or drugs, even if the person is accompanied by a person who is fit to collect the child. If this should happen the staff will contact an emergency contact to arrange for the child to be collected. If they are unable to contact anybody the staff will contact the Police or Social Services.

**Breakdown of relationship**

* Unless there is a court order preventing one parents contact with their child and Busy Bees have been provided with a copy, we are unable to legally deny access;
* Should a parent of concern seek access to their child Busy Bees will contact the first parent to come to the pre-school as soon as possible. The second parent will be advised of the procedure and asked to wait;
* If there is concern about violence or aggressive behaviour we will seek advice from the Police and follow their recommendations.

**Failure to collect a child**

* In the event of a parent/carer failing to collect a child at the end of the session by 15 minutes Busy Bees will contact the authorised persons provided by the parent/carer and messages will be left;
* If in the event of a child not being collected by the time the setting is closed and there is no-one who can be contacted to collect the child, Busy Bees will contact the Local Authority Children’s Social Care Team who will determine the action to be taken. Social care will aim to find the parent or relative but if they are unable to do so the child will become looked after by the local authority. Staff will not go to look for the parent/carer or take the child home with them. A full written report will be recorded on the child’s file and Busy Bees has the right to charge additional fees for any additional hours worked by the team. Ofsted may be informed;
* A child will not be released into the care of a person that is not known by Busy Bees staff.

This policy was adopted at a meeting of Busy Bees Pre-school Committee on 14 May 2018.

Reviewed: 26 August 2019.

Signed on behalf of Busy Bees Pre-school……**Sally Evans (Chair)**