



The Under 5's Project
St Marys & Woolwich Common Nurseries
St Mary's Church, Greenlaw Street
Woolwich, SE18 5AR
Charity No: 1026486

Collecting children from Under 5's Project

Policy & Procedure

This policy is a statement of the procedures followed at **The Under 5's Project** for the collection of children, to ensure their safety.

No children will be released from our care if the person collecting a child is not known to staff, and/or not named on your registration form, or there is a change in the expected person and the staff are not informed of the change.

Password

Parents are asked for a memorable password when filling in their registration forms. Parents are asked to give the password only to the people named on their form and those they wish to collect their child.

Suitable People/Identification of Individuals

- It is the policy of the project that no person under the age of 16 years can collect a child
- A parent wanting for example a elder sibling to collect a child must give written permission to the nursery and confirm, in writing, the age of the elder sibling.
- 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 Manager 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 project 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 nurseery 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.

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 7.00pm, 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 Nursery

If the parent/carers cannot make it to pick up their child, they must ring the Nursery and give permission for another adult to collect the child, alongside a brief description of the collector.

The Nursery will then ring back the parent on the number we hold to confirm identity.

If the parent/carers sends someone to pick up a child and we have **NOT** been told under **NO** circumstances will the child be allowed to leave the Nursery.

We will ring parent/carers and confirm who is picking up the child, getting the person's name and brief description. The person collecting the child will need to use the Password.

We Thank You for your co-operation with this policy and helping to keep everyone safe while at The Under 5's Project