

THE COLLECTION OF CHILDREN FROM NURSERIES

At the end of their session, children will only be released from the care of the nursery staff to adults known to them or authorised by the parents to collect their children.

Parents should give the Nursery Manager a list of people that have their permission to collect their child(ren) with, if possible, a description or photograph of each person.

The nursery operates a Password system for additional security.

If a parent has arranged for someone else to collect their child(ren), they must inform the nursery in writing or by calling as early as possible, but well before the collection time. The staff will need the name and a description of the assigned person and any other means of identification. The password must be known by any person collecting the child who is not known to the staff.

Text messages by parents in these situations are unacceptable as they can be compromised.

This policy is to be followed for the safety and welfare of the children in the nursery's care. It will be reviewed regularly.

Written by Trust Management, October 2013

Reviewed June 2016