

25. POLICY ON AUTHORISATION TO COLLECT CHILDREN

Routine for pick-up and drop-off:

- Parents/guardians have a responsibility when entered or leaving the service to ensure that the doors and gates are shut properly.
- Parents/guardians are asked to bring children directly to their classroom each morning for drop-off. The child will be greeted at the front desk by a room leader, assistant or manager and their attendance will be recorded including their arrival time.
- It is a requirement that the child must be brought to the room and left with a staff member to ensure the child is always adequately supervised .
- Parents/guardians are asked to collect their child directly from the child's classroom door so the staff member can record the child's departure and time of leaving.

Authorisation to collect children:

- Children may only be collected by the person(s) named on the child registration form. If an alternative named person is to collect the child the parent/guardian must notify the staff in advance.
- Exceptionally, if the situation should arise, whereby someone arrives to collect the child and no written authorisation has been obtained, the following steps will apply:
 - o Staff will request the person to provide their name and the child's parents or emergency contact numbers will be contacted for verbal approval.
 - o Once verbal approval is received, the person will then be asked for proof of identification. Once staff are satisfied of the person's identity the child will be handed over.
 - o If the parents or emergency contacts cannot be contacted, the child will not be allowed to go with this person. This procedure is established to protect the child and their family.
- Should a parent/guardian arrive in a state deemed to be unfit by staff, the child will be retained on the premises and the Child Protection Policy procedures will apply.
- Where a parent/guardian is late, the parent/guardian will be contacted by staff to estimate their time of arrival and if they cannot be contacted the emergency contact(s) provided on the child's record form will be contacted. A member of staff will supervise the child at all times until the parent/guardian or emergency contact picks the child up.

Record keeping:

- All records relating to the child's record of attendance will be retained for 2 years following the date of departure from the service in line with legislative requirements.