

Contact and Collection Policy

Contact;

- Each child will have their own individual registration form with at least two emergency contact numbers on them, these should be the child's home number, parents/carers mobile or work numbers. At least one of the emergency contacts should be available at all times if needed.

The forms should also contain home addresses of the child and emergency contacts including work place addresses.

- - These registration forms are kept in a locked filing cabinet and nobody except members of the pre-school staff will have access to them.

- A copy of the emergency contact numbers will be kept in the daily register in case of evacuation and taken on all outings.

Collection;

- All people authorised to collect a child should be listed on the child's registration form.

- No child will be released to an unauthorised person, parents/carers will be contacted by phone either for them to give authorisation or arrange other collection arrangements.

- No child will be released to a young person under the age of 18 (unless this is the child's parents).

- A password system is in place for collection of children by a person who is unauthorised.

This system is only used where there is an unavoidable situation. The Pre-School staff would expect parents/carers to inform them in advance if someone different than the usual person will be collecting their child.

- All parents/carers to sign the child out of the building.

- No person will be allowed to take a child from the setting who is under the influence of drink or drugs.