



Red Dragon Pre-School

Policies and Procedures

Collection of children

Contact details:

Red Dragon Pre-School,
St Blaise Church of England Primary School,
School Lane,
Milton Heights,
Abingdon,
OX14 4DR

Telephone: 07554194601

Email: info@reddragonpreschool.co.uk

1.7 Collection of children

Policy statement

Any person or persons coming to collect a child from Pre-School must do so with the parent's consent. At the time of registration the names of any person able to collect the child will be filled in on the Registration Form.

If anyone other than the usual people is coming to collect a child we need to be told in advance. The supervisor must be notified with a description of the person who will be collecting. A password will be filled in on the registration form and given to the person collecting allowing them access to the Pre-School. We will not take information regarding the person over the phone, unless it is an exceptional circumstance. In these circumstances the parent will need to provide a full description of the person collecting and they must know the password and the child's date of birth. The supervisor must then use their discretion before allowing the person to collect the child.

The person collecting will be seen as the child's guardian and all information regarding the child's day will be passed on to them.

Under no circumstances will any child be allowed to leave the Pre-School with anyone other than the designated person.

There may be times when staff are concerned about letting the child leave the Pre-School setting.

If staff consider that a parent or carer is not in a fit state to have care of the child, for example; appears to be under the influence of alcohol, they will inform the supervisor immediately. The supervisor will refuse to permit them to take the child and make alternative arrangements by contacting an emergency contact number.

In cases where there are custody or access arrangements between parents or carers, we will only allow children to leave with these people that have parental responsibility, as stated on the child's registration form. If staff have any doubts as to whether someone has parental responsibility for a child, they must check the child's registration form before releasing the child from our care.

We will follow any written court or care orders that are in place and information relating to this will be filed in the child's individual file.

If there is a situation where a parent / carer asks that we do not permit a former spouse / partner to collect a child, this should be put in writing to the supervisor, especially if they have previously had access to the child.

However, if the spouse / partner has parental responsibility for the child and wishes to remove the child from Pre-School, then legally they may have the right to do so. We suggest that in these circumstances the parent / carer who is asking us to not permit access, obtains a court order preventing the child being removed by the spouse /

partner. We will then have to comply with this order. Otherwise in a situation such as this, the only reason we could refuse the spouse / partner with parental responsibility the right to take the child is if they appeared to pose a risk to the child.

In the event that a parent / carer has asked that we do not permit a former spouse / partner to collect a child, and the spouse / partner arrives at the Pre-School to collect the child, we will contact the parent / carer immediately. If they do not have parental responsibility we will not allow them to take the child.

This policy was adopted at a meeting of	Red Dragon Pre-School
Held on	
Date to be reviewed	
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	