

## Auchinairn EYC Collection of Children Policy and Procedures



**In Auchinairn EYC the safety and welfare of the children is paramount. It is therefore in the best interest of each individual child that the following is adhered to – Please ensure you arrive at least 10 minutes before given time to allow you to have a chat to keyworkers about your child’s day and to get them ready for their journey home.**

### Admission Information

When children start at Auchinairn EYC parents are asked to complete a Care Plan and fill in information about their child. Details are completed about the people who will be **collecting** their child. This information is then filed and used to identify the designated person(s).

### Password

Parents are asked for a memorable password, which is also filed. Parents are asked to give the password only to the people they wish to collect their child.

### Suitable People/Identification of Individuals

- It is the policy of the centre that no person under the age of **16 years** can collect a child. If the parent chooses to send a younger person to collect it is their responsibility for the child’s safety once they have left the building.
- 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 Head/Depute of Centre 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 / carers

The nursery 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 nursery 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 nursery 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 6.30pm, 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.

Care Standards: 1.2  
HGIELC 2.1  
UNCRC Article 18 19 33

This policy has been reviewed and updated in consultation with parents and staff

Signed: .....  
Head of Centre

August 2022