

KEELE UNIVERSITY DAY NURSERY

POLICY FOR THE COLLECTION OF CHILDREN

# When a place is booked in one of the childcare settings, along with the registration form, parents will be issued with an authorisation to collect form.

Parents will be advised to identify as many people who are likely to collect their child from the setting and obtain their signature for the authorisation form. This form is kept with the child’s records.

When the childcare setting is advised that a person other than the child’s parents will be collecting them, the adult will be asked for their signature, which will be checked against this form.

Adults without a signature on the form will not be permitted to collect children.

**Please note: The setting will not allow a child to leave with anyone under the age of 16 years (if in doubt proof of age will be requested).**

In an emergency it may be necessary for you to inform us that someone other than those listed on the collection sheet will collect your child. In the event of this happening a password will be requested, which must be stated by the collector, before your child will be allowed to leave the setting.

# Failure to collect a child

In the unlikely event that a child is not collected before the childcare setting closing time, the childcare staff will attempt to contact firstly the child parents, or immediate guardian. The childcare staff will then attempt to contact any other contact provided on the child’s registration form. If contact has not been established by 7.00pm, the Nursery Manager will contact Staffordshire Police.

A member of the childcare staff will remain with the child as long as necessary.

**Signed ………………………….…………………………………………… Date …...…………………….**

**Authorisation for the collection of ……………………………………………………………………….**

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| **Name** | **Age** | **Relationship to child** | **Contact number** | **Signature** |
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**Parents/Carers Signature ..…………………………………………………………..Date ……….…...**