

St Paul's Walden Nursery



CHILDREN COLLECTION PROCEDURE

Child Collection Procedure

The procedure will increase the security of the children in the Nursery and whilst at times this may inconvenience the person collecting; the child's safety is paramount.

On no account must a child be allowed to leave the Nursery without this procedure being adhered to.

All Parents are required to complete the **Authority to Collect Form** and required to provide a password if a different person is collecting than that person on the registration form prior to starting Nursery.

Parents are requested to make those persons authorised to collect their children aware of the procedures to avoid any delays when their children are collected. We also ask parents to fill in a change of collecting form in the foyer.

If at any time a staff member is unsure about the identity of the person collecting a child they must refer the matter to the Nursery Manager or in his absence the Lead Practitioner before releasing the child

Policy Adopted by St Pauls Walden Nursery
Signature
Signature
Review Date

January 2014
Position: Committee Chair
Position: Manager
February 2017