



TCC Christian Pre School

Collection of Children Policy

To ensure the continuing safety of children in the care of TCC Christian Pre School the 'Collection of Children' policy sets out the procedures in place for parents or carers to collect children from the setting.

Procedures

- When a child starts at preschool the parent/carer has to fill in a form stating who is entitled to collect the child. The child will only be released to those *authorised adults who are stated on our records to collect them.
*authorised adult is a person 18 years and older. If a minor (i.e. person aged 16 – 18 years old) is authorised by the parent/carer to collect a child the welfare of that child will be the responsibility of the parent. Written permission from the parent/carer will be required for a child to be picked up by a minor.
- The preschool operates a password system whereby the parent/carer chooses a password that is only known to them and the settings manager and supervisor. If someone who is not known to the setting is picking up a child they will need to give the password to the manager. A child will not be released to them if this is not given or is incorrect.
- It is the parent/carers responsibility to inform the preschool of any changes regarding people allowed to pick up their child and to inform whoever is collecting their child of the password.
- This policy is inclusive of all children and their families.

1.3 Keeping Safe	2.2 Parents as partners	3.4 The Wider Context	
------------------	-------------------------	-----------------------	--

Signed Manager

Date