

## Drop-off & Collection Policy

*'Parent' also refers to carers/guardians*

### Statement of Intent

The safety and welfare of children attending \_\_\_\_\_ is of paramount importance. At \_\_\_\_\_, we have established procedures for the drop off/ collection of children, to ensure a smooth transition and effective time keeping within our service. All procedures follow legislative requirements as per the Child Care (Pre-school Services) Regulations 2006.

### Procedures

#### Dropping off a child

- The front door must be kept locked at all times to ensure the safety of all children and staff.
- Only staff are permitted to open the door to parents and visitors to the service.
- Children must be taken into the service and 'signed in' on arrival in the designated sign in /out book located in the \_\_\_\_\_.
- Children must not be left in the foyer at any time or left outside the service prior to the opening hours of the service.
- On arrival parents should inform their child's key-worker of any information that is relevant to their child's care for that day/session.
- Parents and children are encouraged to say goodbye to each other before they leave.

#### Collecting a child

- A parent collecting a child from the service must sign the child out in the designated sign in/out book located in the \_\_\_\_\_.
- On returning to collect a child, parents are encouraged to meet with the key-worker to be updated on the child's day and receive the child's communication / diary.
- A person collecting a child must be aged 16 years or over.
- A person collecting a child must be named on the child's enrolment form as an authorised person. If a person collecting a child is not named on the child's enrolment form as an authorised person, written or verbal permission from the parent must be provided to a staff member, before collection. On the first occasion, the person collecting the child must supply identification, for example, driver's license.
- The service will not release a child to anyone who is not authorised without prior consent from the parent.

#### Late collection of children

- Where a parent knows they will be late collecting their child after the agreed time, they are required to consult with the service to make alternative arrangements.
- When a parent is late and does not telephone the service, then a late fee will be charged. A fee of €X will apply per 15 minutes after collection time.
- If a child is not collected by a parent 30 minutes after the agreed time the service will attempt to contact the parents or the emergency contact persons.

- Regulations require two members of staff (or a staff member and another adult) to be in present at all times when children are on the premises.

### **Non-collection of children**

If a child is not collected at the end of the session/day and the service is unable to contact both the parent and the emergency contacts, after 2 hours the following procedures apply;

- A child will stay at the service in the care of two fully-vetted staff members until the premises close, or staff are no longer available to care for the child
- Staff will follow procedures outlined in the Child Protection Policy. Contact Health Service Executive, Child Protection and Social Work Services on (071) 91 23770
- A full written report of the incident is recorded.

### **Attempted collection by a parent who has been denied access in a Court Order**

- A parent who has been denied access *to a child* through a court order will not be permitted on to the services premises. *(A copy of a Court Order currently in place must be shown to the service Manager).*
- If the parent who has been denied access becomes threatening and insists on attempting to remove a child from the service, the manager will call An Garda Síochána.

### **Attempted collection by a parent who is adversely affected by alcohol or drugs**

- The service will not release a child who is deemed to be at risk, if a parent or authorised person arrives at the service and staff are concerned that they are in an unfit state due to drugs or alcohol.
- Staff will explain to the parent or the authorised person who is unfit, why the child should not leave with them and offer to assist them by; contacting the other parent or a person from the emergency contact/s.
- If the parent refuses assistance and insists on taking the child with them and the staff believe the child will be at risk, the manager will call An Garda Síochána immediately.

<b>Date Adopted:</b>	
<b>At Meeting of:</b>	
<b>Signed:</b>	
<b>Reviewed:</b>	

SAMPLE