

## **CHILD COLLECTION AND DEPARTURE POLICY**

Your child's safety and welfare are of great importance to the staff at the setting, as Safeguarding and protecting children is one of our key roles and duties to meet the statutory requirements.

Safer Procedures for collecting and departures of all the children are followed to ensure your child's safety and welfare which are underpinned by the EYFS 2014 guidance and the Working Together to Safeguard Children 2015 UK national guidance

As your child's welfare is of great importance to the staff at our setting our Procedures for collections and departures have been updated to ensure that all children are safer in their environments with their carers

**No** children will be released from our care if staff are not informed beforehand of the person who are collecting the child and their identity also if the individuals collecting a child/ren are under the influence of alcohol or substance misuse which is affecting their suitability to promote their safety and welfare

### **Procedures-**

**Admission information-**When your child joins and begins at the setting you will be asked to complete personal information about your child and those who care for them including those with parental responsibility to promote how we work together to safeguard and promote the welfare of every child

We will ask for details about the person or individuals you trust who will/may be collecting your child. This information is shared with the team so we can effectively identify those you have elected.

**Passwords-**When you register your child at the setting you will be asked to complete a password proforma this is one of the systems we have in place to promote safer working practices to promote the welfare of children. It is important that this proforma is registered and provided to the setting so we can communicate effectively and only the individuals you wish to collect your child will or should know your child's particular chosen password.

**Suitable person / Identification of Individuals -**It is our agreed policy that no person under the age of 16 years can collect a child from the setting

If the staff consider in their professional judgement that the parent/carer or individual collecting a child may be under the influence of either alcohol or drugs and the safety and welfare of the child may be compromised, the staff must contact a member of the Senior Management Team.

The Senior Management Team and Safeguarding officer will aim to work together with the adult and assess the situation calmly and if they consider that the parent/carer appears unable to take responsibility for the child they will then make the decision to take appropriate action.

This could include contacting and liaising with another member of the family to collect the child from their agreed list of carers or an alternative individual known to the child who is suitable.

However if no one else is or not available then Children's Social Care team may be contacted for advice or the Police if there is an emergency or disruption which may impact the safety and welfare of the child/ren/team of staff

In line with LSCB policies and procedures