



Bevan Lodge Community Pre-School CIO

PROCEDURE FOR RELEASING CHILDREN TO THEIR PARENT/CARER AT THE END OF A SESSION

PROCEDURES TO BE FOLLOWED BY STAFF AT END OF THE SESSION:

- 1 Children wait in either the Red or Yellow Room at the end of story time to be dismissed by a member of staff. A member of staff will stand by the door of the Red or Yellow Room and wait to be told which child should be sent to the front door.
- 2 The member of staff at the front door will call out the names of the children one at a time to the member of staff at the Red or Yellow Room door. Each child will be handed one at a time to their parent/carer at the front door.
- 3 The member of staff at the front door will make sure that the parent/carer comes to the front step before they are handed their child.
- 4 In order to ensure that staff know who is collecting each child, the Daily Message book will be open on the desk and checked for any specific instructions. If the member of staff at the front door does not recognise the parent/carer collecting a child, they will ask for the child's password.

PASSWORDS

When children start at pre-school, parents/carers are asked for a unique password to help identify adults authorised to collect the child. These are recorded in a file, which is kept in a lockable cabinet which only the staff can access. Adults who are not known to staff at pre-school, which may include the child's parent/carer, are asked for the password before the child is released.

DAILY MESSAGE BOOK

This book is kept on the front desk for staff to fill in on a daily basis if there is a change in arrangements for the collection of their child. The parent/carer will inform the staff member so they can record the full name and contact details, if required, of the person picking up their child.

ADULTS AUTHORISED TO COLLECT CHILDREN

Children are released only to their parents/carers or to other adults who are named on their registration form. One-off changes to the usual collection arrangements for a child are recorded in the Daily Message book. If there is a permanent change to collection arrangements, parents/carers are asked to provide the new details in writing. This written record is kept with the child's registration form and if necessary, the child's contact index card is updated.

If a court order is in place restricting access to a child by named individuals, a copy of the order must be provided for the child's records and must be seen by the manager. The manager ensures that staff are aware of the procedures for collecting the child. We are unable to restrict access to a child by anyone with parental responsibility without a court order.

In an emergency, a parent/carer may telephone the pre-school to make an alternative arrangement for their child's collection. If there is any doubt during such a phone call about who is calling to change arrangements, staff will ask the caller for the child's password. In all cases the person collecting the child will be asked for the password, unless they are known to the staff.

The parent/carer must ensure that anyone picking up their child knows their password and we will only hand over their child if this password is given. If this password is forgotten, then either the person picking up the child contacts the parent/carer for the password or we will contact the parent/carer for further instructions.

If we are unable to follow the above procedures and hand a child over safely, the procedures in our Non-collection of Children Policy will be followed.

These procedures have been reviewed and adopted by Bevan Lodge Community Pre-school CIO Management Committee.

Signed on behalf of the Management Committee: