

**Collection Policy**

Children are to be collected by parents/carers/nominated collector promptly at the end of each session.

The morning session ends at 12.00 and the afternoon session at 15:00.

One member of staff will stand by the door and hand over each child to their parent/carer.

At the point of registration, the parents/carers must record who will be collecting their child on a regular basis. Those who have parental responsibility are permitted by law to collect their child; unless a court order has been issued and a copy has been given to the preschool manager. Those with parental responsibility are legally allowed to pick up their child, as long as both parents have been introduced to the preschool.

A ***‘Permission Form for Collecting My Child from Pavilion’*** must be completed to record in writing who is permitted to collect the child, this is also included on the registration form. Photographs of the people who are permitted to pick up must be attached to the form.

In the event of an emergency/unplanned collection, by a previously unspecified person, staff will phone the child’s parent and ask for the provision of a password.

In the event that the parent/carer is going to be late collecting their child, they must advise the preschool on telephone 0151 345 6364 before the end of the session. Please refer to our late collection policy.

**Early Collection.**

If you are collecting a child before the end of a session perhaps for an appointment, please inform the staff team of your intended collection time in person, by email or phone. Buzz on arrival, your child will be brought to the main gate by a member of staff and you will not be permitted to enter whilst other children remain on site in a session.

**Drugs and Alcohol**

In the event of a parent/carer/nominated collector being under the suspected influence of drugs or alcohol at the time of collection, the following guidelines will apply.

* We will manage the incident tactfully to ensure that the professional working relationship with the family is maintained.
* If a member of staff has any concerns regarding the child's welfare, they will immediately report this to the senior member of staff, who would then endeavour to speak to the parent/ carers about the child's needs. We will ensure that there are two members of staff present when speaking to the parent so that staff should not jeopardise their own safety or others in these situations.
* In the event that the parent/carer/nominated collector arrives at the preschool under the influence of alcohol or drugs, we will phone another family member / nominated collector to come to preschool and collect the child.
* If we cannot find an alternative nominated collector, although we have no legal right to withhold a child from a parent/carer/nominated collector, we however reserve the right to safeguard the child and to contact any relevant authorities that we may feel appropriate.
* Any member of staff feeling under threat will contact the police. The preschool operates a zero tolerance policy for threatening/aggressive behaviour, and such behaviour could result in an exclusion from the premises.
* A referral to Careline will be made and a full written report will be made of the incident

**YOUR CHILD'S SAFETY IS OUR MAIN CONCERN AND AS SUCH, THIS WILL DETERMINE THE COURSE OF ACTION TAKEN.**

This policy was adopted \_\_\_September 2021\_\_\_\_ and will be reviewed annually or on a need to do basis.

Signed by the Preschool Committee: ……………………………………………… Date: ……………………………………..

Signed by the Preschool Manager: ……………………………………………… Date: ……………………………………..