

Queen Camel out of school club Collection of Children Policy

Statement of intent

Each child is collected from Camel Club by a parent/carer or a nominated person according to agreed procedures.

Aim

It is our aim to ensure that a child is always collected by an approved person.

Procedures

Parents of children starting at the out of school club are asked to provide specific information which is recorded on our Registration Form, including

- Home address and telephone number – if the parents do not have a telephone, an alternative number must be given, perhaps a family member or neighbours;
- Place of work, address and telephone number (if applicable);
- Mobile telephone number (if applicable);
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from pre-school, for example a childminder or grandparent.

On occasions when parents or the persons normally authorised to collect the child aren't able to, they are asked to record the name, address and telephone number of the person who will be collecting their child on our Collection Sheet.

We also agree with parents how the identification of the person who is to collect their Child will be verified.

Procedure for Collection of children from Camel Club

- Parents will access the playground through the main preschool gate which is unlocked during Camel Club sessions.
- They will knock on the exterior door of the classroom which is locked and a member of staff will identify and admit them.
- The parent will come into the classroom and make contact with a member of staff and then take responsibility of their child from the book/quiet area and then collect bags and coats from the cloakroom.
- Camel Club staff will ensure the child is signed out on the register so an accurate record of children in the setting is maintained.
- The child and carer will then leave the setting.

Links to other policies and legislation

- Settings Policies/Procedures: - Health and Safety, Non-Collection, Parent Partnership, Safeguarding, Staffing and Employment
- Legislation – Children Act 2004, Childcare Act 2006, Vulnerable Groups Act 2006 etc
- Every Child Matters Outcome: A Unique Child, Positive Relationships
- General Welfare Requirement: Safeguarding and promoting children’s welfare, suitable people

A unique Child	Positive Relationships	Enabling environments	Learning and development
1.3 Keeping Safe	2.2 Parents as Partners		

This policy was adopted on 21st May 2015

Signed on behalf of pre-school

Kate Kirkham, Chairperson