



Collection of Child Policy

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Owner: Nursery Operations Team

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COLLECTION OF CHILD POLICY

Policy Statement

Parents/Carers provide information, including a security password, to ensure safe collection of their child. Parents/Carers must inform the nursery if someone other than themselves is collecting.

Procedures

- Parents/Carers are asked to provide the following specific information when their child starts attending our setting, which is recorded on our registration Form:
 - Home address and telephone number
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names, addresses, telephone of adults who are authorised by the parents to collect their child from the setting.
 - A password for other authorised adults to use to collect the child.
 - Who has parental responsibility for the child.
 - Information about any person who does not have legal access to the child, along with evidence supporting this.
- On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents/carers, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the name of the person who will be collecting their child. We agree with parents/carers how to verify the identity of the person who is to collect their child.
- Parents/Carers are informed that if they are not able to collect the child as planned, they must inform us at the earliest opportunity.

Document history

Date	Version	Section	Details	Reviewed by
10/11/2025	1.0		Creation of new policy	LE