



Dunoon ELC

Collection of Children

This policy was adopted at a meeting of:

Dunoon Early Learning and Childcare

On May 2025

Signed: *Rachael Bryant*

Designation: Principal Teacher

Statement of Purpose



The UN Convention on the Rights of the Child

Article 3 (best interests of the child)

Article 8 (protection and preservation of identity)

Article 28 (protection from violence, abuse and neglect)

Children are protected from all forms of violence, abuse, neglect and bad treatment.

Statement of Purpose

Dunoon Primary School ELC recognises that the safety and well-being of children and families is of paramount importance. All information, verbal or written, will be treated confidentially and the privacy of those involved in the service will be respected. The Collection of children policy and procedures aim to ensure:

- The safety and care of all children when they are collected from nursery.
- A clear framework of procedures to follow to ensure safety of all children when collected from Early Years and in the instance of a child not being collected.

Consistency of Approach

Children's safety is maintained as the highest priority at all times. Safety is prioritised to ensure children attending the Dunoon Primary School ELC are safe and cared for through planning to minimise risk and to maintain safe practices. This policy is a statement of procedures and responsibilities for the collection of children to ensure their safety

Child collection procedures Admission Arrangements

To ensure safe collection of children, staff, parents and carers must follow the procedures below when planning the collection of their children from Nursery. Prior to a child starting Dunoon Primary School ELC they are requested to complete an All About Me to gather information about their child. This includes information details about who may collect their children at the end of the session or earlier if for some reason they have to leave nursery/school early. This information is collated and used to identify designated person(s) on the child's emergency records and shared with staff so they are aware who is to collect the child from nursery.

Each child must have at least two authorised people who can collect them, details of which will be outlined on the child's care plan. Parents are requested to preferably, first introduce authorised people to staff, or give a detailed description or photograph along with a password for the collector to identify themselves. The parent will agree an Emergency Password at the time of their child starting nursery, a unique memorable password is chosen by parent/carers. The password is recorded on the child's All About Me and a collated version of all children's password will be held in the school office. Parents are requested to give this password only to the people they have recorded as permitted to collect their child. Passwords are reviewed annually or earlier if parent requests.

Suitable People

A child will not be handed over to a different person unless the parent has given verbal or written

permission for this to happen (or, in an emergency, if the parent rings the nursery and speaks to the manager or person in charge). If the person collecting the child from Dunoon Primary School ELC is unfamiliar to staff, staff must verify they have permission to collect by checking their identification against the name and address given on the application form or update collection contact information form and requesting the emergency password. If staff are in any doubt about the person collecting on any occasion, staff must contact parent/carer to verify identity /permission for the person to collect. If parent /carer cannot be contacted, staff will then telephone other people on the child's emergency collection list to verify identity or to collect the child. If another designated person is not available, then social work or the police will be contacted.

It is the policy of Dunoon Primary School ELC that no person under the age of 16 years can collect a child from nursery. If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs or are unable to care for your child and the safety and well-being of the child may be compromised. The staff must inform the head teacher or a member of the senior leadership team who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then social work or the police will be contacted.

Relationship breakdown of parents / guardians

Collection of children at Dunoon Primary School ELC has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down. Unless there is a legal order, of which the nursery must have a copy, we are legally unable to deny access to all parents who hold parental rights preventing one parent's contact to the child, we are legally unable to deny access to any parent that holds parental rights.

Should a parent of concern ask to access their child and they have a legal order stopping them from doing so, we will then contact the first parent/carer to come to school as soon as possible, explaining this procedure and asking the second parent to wait. If there is concern about violent or aggressive behaviour from either parent, we will seek advice from the police and follow their recommendations.

Failure to Collect Your Child

Failure to collect a child In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

- The child is cared for safely in the nursery environment by an experienced practitioner. At least two practitioners will be present. Staff will ensure that the child receives a high standard of care in order to cause as little distress as possible.
- All contact numbers for parents/carers are repeatedly contacted and messages left
- Further emergency contact numbers are tried
- If in the event of a child not being collected and no other contacts have been successful after an hour of the child's due collection time, Social Work and/or the police will be notified of a non-collection and the matter will be handed over to their care
- On no account must a child be taken by a person not known by the school
- Repeated failure to collect your child in a timely manner will result in a note of concern being made to Social Work

Health and Social Care Standards:

1.2 My human rights are protected and promoted and I experience no discrimination.

3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

3.25 I am helped to feel safe and secure in my local community

Appendix 1

Dear Parents,

In order to ensure the safety of your child, could you please confirm who is permitted to collect your child from Nursery on a regular basis and in an emergency. We will not allow your child to go home with anyone we do not know. If we have not previously met the person collecting your child, we will ask for proof of identification and your emergency password. We may also contact you to confirm collection.

If during a Nursery session, you realise that you, or the named people you have given us, cannot collect your child – you may telephone the school office (01369 704159), and give the name and address and telephone number of the person who is to collect your child. The person collecting will need to bring proof of identity and be able to say your child's emergency password.

Please note that it is the responsibility of parents/carers to inform nursery of any changes to the information submitted on the form below.

Child's Name	
Emergency Password	

Name of parent/carer permitted to collect child	Address	Phone Number

ADDITIONAL PEOPLE PERMITTED TO COLLECT YOUR CHILD FROM NURSERY ON A REGULAR BASIS OR IN AN EMERGENCY		
Name	Address	Phone Number

Signed: date:/...../.....

Print name: Relationship to child:

Appendix 2.

Emergency telephone record for collection of child from Dunoon Primary School ELC

This form is used to record any emergency telephone conversations related to child collection

Date: __/__/__

Name of Parent/carers calling: _____

Name of nursery child to be collected: _____

Name of person to collect: _____

Address of person to collect: _____

Contact telephone number of person to collect: _____

Please inform parent/carers that the person collecting will need to show proof of identity and state the emergency password.

Signed: _____ Date: _____