

1.10d Child Collection and Security

Policy Statement

Before anyone gains entry into the nursery they must be identified over the intercom system. Visitors and trades people must be politely asked to wait outside while a senior member of staff is called to verify identification.

The door must only be opened to someone you can identify as a parent/carer and not to anyone who is unfamiliar to you.

Children must never be allowed to leave the nursery with anyone who is unfamiliar to you or is not in the collection book.

If you are given information that a child is going to be collected by someone different, you must enter the details into the collection book and inform the senior member of staff on duty that evening.

If a parent forgets to inform us that their child is going to be collected by someone else, even if we are aware that the person has collected the child before, we will need to contact the parents/carers for verification before we can allow the child to leave with them.

When moving around the nursery or going into the garden, a head count of the children must be done when leaving and returning.

The children must be signed in and out of their rooms on arrival and departure to ensure we are aware exactly which children are in the building at any time.