

General Welfare Requirement: Safeguarding and promoting children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children

Safeguarding Children

Policy For The Drop Off and Collection of Children

Policy statement

It is important that a number of procedures are in place for the safe drop off and collection of children. Parents, children and staff must be aware of these and ensure that they are followed to ensure the safety of the children at all times.

EYFS key themes and commitments

A . Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe 1.4 Health and Well Being	2.2 Parents as Partners	3.4 The Wider Context	

Procedures

Drop Off

- *Children will not be permitted to enter the Nursery until 7am, each day.*
- *Parents must take their child to their classroom and notify a member of the class team of their child's arrival and handover. Children should never be dropped or left unattended without a staff member being notified of their arrival*
- *Parents or carers are required to drop off and collect their child at the specified times, which are selected during the enrolment process by the parent, unless in exceptional circumstances when prior agreement is given by the nursery manager.*
- *At drop off time, any medicines should be handed over to the School Nurse and a 'Medicine Administration Form' completed.*

- *For the safety of all the children at the Nursery, parents must ensure that all gates and doors are closed behind them at drop off.*
- *Parents should use their gate access cards to access the Nursery at drop off and collection.*

Collection

- *The child will not be permitted to leave the nursery in the care of person under the age of 16 years, or a person who appears to be under the influence of alcohol or drugs or who presents unwanted behaviour towards any member of staff.*
- *In the event that the nursery contacts a parent / carer or authorized person to collect the child for any reason, you are required to do so **within one hour of notification.***
- *For the safety of all the children at the Nursery, parents must ensure that all gates and doors are closed behind them during collection.*
- *Parents have pre-selected collection times for their children. All children must be collected on or before this time. Failure to do so will relate in late collection charges.*
- *The Nursery closes at 6pm, all children must be collected on or before this time – failure to do so will result in a late collection charge.*
- *If children are to be collected by people other than those listed on the registration form, the Nursery must be notified of the full name of the person who is to collect the child. The person should bring with them photographic ID. Failure to do this will result in the child not being released.*

This policy was adopted at a meeting of Little Wonders Nursery School

Held on: 1st September 2016

Date to be Reviewed: 1st September 2017

Signed on behalf of the Management Committee:

Name of Signatory: Tamara Tucker

Role of Signatory: Nursery Manager

