

SACRED STEPS PRE-SCHOOL

COLLECTION OF CHILDREN POLICY

To safeguard and ensure that all children receive a high standard of care in our Pre-school our procedure for collection of children is as follows:

Children must be collected from the Pre-school promptly at the stated time. We reserve the right to make a charge of £5.00 for any late collection of children at the end of the sessions.

- Parents are required to give the Pre-school written permission if anyone different is to collect their child.
- If parents do not collect their child they must provide us with a list of people and information on our '**authorised collection form**'
- The names of all people authorised to collect their child and their relationship to the child.
- The name and address, telephone number of the person who will collect their child.
- This information will be used and stored according to our privacy notice and the general Data protection Regulations GDPR (2018).

If an emergency situation arises and none of the authorised contacts are available the parents must describe the person who is coming to collect their child and give their name and relationship to the child.

- **They will share a 'password' and form of identification with their keyperson and the Pre-school Manager.**

The 'password' will be confirmed before entry to the Pre-school by the keyperson and the Pre-school Manager (Mary Pickering) the designated safeguarding lead who will ask the appropriate questions to confirm the collector's identification.