# Beetley and District Preschool

Registered Charity: 1181636

# Arrival, Collection and Safe Release of Children

## Policy Statement

Beetley & District Preschool is committed to ensuring that children arrive safely, are cared for appropriately whilst attending the setting and are released only to authorised adults. We recognise that the safe arrival and collection of children is an important safeguarding responsibility and have procedures in place to help ensure the safety and wellbeing of all children.

## Arrival of Children

Children remain the responsibility of their parent or carer until they have been safely handed over to a member of preschool staff.

Children must be accompanied to the preschool gate by a parent, carer or authorised adult. Children must not arrive at preschool unaccompanied. Parents and carers may choose to leave their child at the gate with a member of staff or accompany them into the setting to support their arrival and self-registration.

A member of staff is normally available at the gate during arrival times. If staff are temporarily supporting children within the setting, parents and carers should use the doorbell and wait until a member of staff is available to receive their child.

Parents and carers are encouraged to share any important information relating to their child's wellbeing, health or care needs during handover. Information may also be shared through Famly where appropriate.

Further information regarding communication and partnership working with families can be found in the Preschool's Parental Involvement Policy.

Attendance is recorded using both the preschool register and Famly.

## Collection and Safe Release of Children

Children will only be released to:

- a parent or carer with parental responsibility

- an adult authorised by the parent or carer

Details of authorised collectors are recorded on the child's registration records and should be kept up to date by parents and carers.

Children are handed directly to their parent, carer or authorised collector at the preschool gate.

## Changes to Collection Arrangements

Parents and carers should inform the preschool as soon as possible if collection arrangements change.

Where an unfamiliar adult is collecting a child, the parent or carer will be asked to agree a password with the preschool. The collecting adult will be required to provide the correct password before the child is released.

If staff are unable to verify the identity or authority of a collecting adult, the child will not be released until appropriate authorisation has been obtained.

## Concerns About a Collecting Adult

If staff have concerns that a collecting adult may be unable to care for a child safely due to illness, impairment, substance misuse or other factors, appropriate steps will be taken to safeguard the child.

This may include contacting another authorised collector, seeking support from emergency contacts or obtaining advice from relevant agencies where necessary.

Safeguarding concerns will be managed in accordance with the Preschool's Safeguarding and Child Protection procedures.

## Uncollected Children

Parents and carers are expected to arrive in sufficient time to collect their child promptly at the end of the session.

Where a child has not been collected, staff will attempt to contact the parent or carer and any emergency contacts provided.

The child will remain in the care of two members of staff on the preschool premises while reasonable attempts are made to contact parents, carers or authorised collectors.

If no contact can be made and the child remains uncollected after two hours, Children's Services will be contacted for advice and support.

## Child Leaving the Premises Unaccompanied

The preschool has procedures in place to prevent children leaving the premises unaccompanied. Gates and doors are secured and children are supervised at all times.

In the unlikely event that a child leaves the premises unaccompanied, staff will take immediate action to safeguard all children and locate the child. This will include:

- checking the premises and outdoor areas
- gathering relevant information
- contacting parents or carers
- contacting the police and other relevant agencies where necessary
- recording and reviewing the incident.

## Court Orders and Parental Responsibility

The preschool will comply with any court orders or legal arrangements relating to a child's collection where appropriate documentation has been provided.

Parents and carers are responsible for informing the preschool of any relevant legal restrictions or arrangements.

## Related Policies

- Safeguarding
- Child Protection
- Responsibilities of Staff in an Emergency
- Ethical Information Sharing
- Confidentiality and Client Access to Records
- Data Protection

## Monitoring and Review

This policy will be reviewed annually or sooner if required due to changes in legislation, guidance or preschool practice.

Policy reviewed on: 28th September 2026
Next review due: 28th September 2027
Reviewed by: Hollie Durrant and Julie East

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| Date: | Review Date: |
| Signed: | Signed: |
| Print Name:<br>(Chairperson) | Print Name:<br>(Manager) |