

Safeguarding children

1.2.4. Safe Collection of Children

Policy statement

We maintain the highest possible security of our premises to ensure that each child is collected safely by an appropriate adult.

Children's personal safety

The policy aims to ensure that:

- If carers are delayed beyond their child's normal session time they must ring pre-school, as soon as possible, to notify staff so we can organise appropriate staffing to cope with the change. It is the responsibility of the carer to ensure that their child is picked up on time.
- If staff are concerned for a child's safety or welfare when a carer or authorised person arrives at pre-school in an unfit state, the staff member will take reasonable steps to ensure the child's safety. All such occurrences are documented and held on the child's file and in appropriate cases referred to the appropriate authority for protection of the child.

For the purposes of this policy an "unfit state" includes, but is not limited to;

- Affected by drugs or alcohol
- Emotionally unstable
- Seriously and adversely affected by the effects of an illness that may make controlling a vehicle or adequate supervision of the child potentially unsafe.

Steps taken may include;

- Attempting to calm a person by offering a cup of tea or coffee and some time to sit in a quiet area under the supervision of a staff member.
- Offer to contact an alternate family member, friend or nominated emergency contact.
- Offer to call a taxi. Any cost incurred will be at the expense of the passenger.
- Placement of a call to Police for assistance or for the purposes of providing sufficient information to enable protection of the child once they have left the pre-school.
- Placement of a call to authorities to report a child protection issue.

If staff feel that the parent/carers collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the staff must speak to the Pre-School Leader (Amelia Joyner) or in her absence, the Deputy Pre-School Leader (Andrea Parker).

The Pre-School Leader or Deputy Pre-School Leader will assess the situation and if they feel that the parent/carers appears unable to take responsibility for the child, they will take appropriate action. This could include contacting emergency contacts as shown on our record cards, held for each child. If another family member is not available then Children's Social Care or the Police will need to be contacted.

When a child is dropped off, we ask the parent/carer to let us know who the nominated person is that is collecting the child at the end of their session. As part of our safeguarding procedure we are very strict about nominated adults for collecting children. If we are advised that a particular adult will be collecting a child at the end of the session and then this changes, we ask that we are notified before the collection time by the person who has dropped them off. This applies even if the child ends up being collected by a different parent than dropped.

We have a password system in place and this is used when an adult that we are not familiar with is nominated to collect a child. The password is set by parents and recorded on child's Admission Form. When the nominated person comes to collect we ask them for this password in order for them to gain access.

When in a child protection case - If a parent arrives to take child outside of the agreed collection plan we will delay as long as possible while contacting the other parent. Staff will seek advice from the Safeguarding Lead or Deputy and the police will be contact if this is in the plan.

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| This policy was adopted at a meeting of | Cullompton Pre-School | name of setting |
| Held on | <u>13th February 2015</u> | (date) |
| Date to be reviewed | <u>February 2016</u> | (date) |
| Signed on behalf of the management committee | <u>C Williams</u> | |
| Name of signatory | <u>Caroline Williams</u> | |
| Role of signatory (e.g. chair/owner) | <u>Chairperson</u> | |

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|--------------------------|--------------------------------|----|------------------------------|
| Previously reviewed on:- | 21 st November 2016 | by | Sarah Lush Chairperson |
| Previously reviewed on:- | 13 th November 2017 | by | Owen Jones Chairperson |
| Previously reviewed on:- | 11 th March 2019 | by | Alex Fox Chairperson |
| Previously reviewed on:- | 18 th November 2019 | by | Alex Fox Chairperson |
| Previously reviewed on:- | 10 th October 2022 | By | Hannah Tilley Chairperson |

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| Previously reviewed on:- | 13 th May 2024 | By | Rebecca Collins Committee Member |
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| Reviewed by Staff on: | 28.8.2025 |
| Reviewed by Committee on: | 7 th Sep 2025 |
| Date of next review: | September 2026 |
| Signed on behalf of the Management Committee: | <i>N. Cook</i> |
| Name of Signatory (printed): | Naomi Cook |
| Role of Signatory (e.g. Chairperson) | Committee Member |