



Collection of Children Policy

- Parents and Guardians are responsible for ensuring that they, or an authorised person, collect their child before the end of their session.
- For the protection of the child, no child will be released to an unauthorised person.
- If the child is to be collected by an unauthorised person, then a password system will be used. When the parent informs Yorkies of any change, a password will be agreed. The person collecting the child will be requested to state the password. If they are unable to, then the child will be kept by staff until they have contacted the parents to authorise the person.
- The collecting adult will be required to sign the child out and write clearly their own name and date entry.
- At collection time Yorkies staff will ensure that the collecting adult is given any information relating to the child.
- **Owing to the high costs that the daycare would face, an additional charge of £5 per every 5 minutes will be made for any child who has not been collected by an authorised person by the end of their session.**
- Collecting adults must ensure that only their child goes out of Yorkies when they have doors open.
- If a child has not been collected, then staff will endeavour to contact the Parents and nominated contacts. If no contact has been made by 7.30pm then Yorkies staff will contact The Headteacher and The Police, as required under the Child Protection Procedure.
- Once the above action has been carried out, Ofsted will be informed of the situation as soon as possible.